

OFFER ACCEPTED! WHAT'S NEXT?



Elite Escrow
Services of San Diego

A timeline of events

1

Receipt of a fully executed purchase contract triggers escrow into action. (Time frame approx. 2-4 days)

- Escrow collects information about the purchase contract, from the real estate agents, and all parties involved.
- Escrow orders a legal description of the property and vesting (how the seller currently holds title) from the title company.
- The Preliminary Title Report is ordered by escrow.
- If applicable, homeowners association documents are ordered. (Quite often HOA companies will require an upfront payment).
- Buyer's earnest money deposit is deposited into escrow.
- Escrow instructions are drafted and sent out for review.
- Throughout the course of the transaction, the escrow team updates all parties with status reports.

Most escrows are approximately 30 days in length. The following items typically happen in the next 5-15 days

- Escrow instructions are received back from all parties.
- Escrow prepares the final escrow instructions along with corresponding forms and sends them out to all parties including the loan broker.
- Payoff demands are requested from the sellers existing lenders.
- HOA documents are received and sent out to the buyers for review and acceptance.
- Preliminary Title reports are reviewed by escrow for any additional items that may be needed for the seller to transfer "clear" title to the buyer.
- Home Warranty, Natural Hazard Zone, Water Cert. and other bills are deposited into escrow for payment at closing.
- Reports from the termite company, if applicable, are received and sent to the buyers for acknowledgement.

2

Escrow is constantly reviewing and updating the progress of each file and continues to identify items needing attention. This part of the transaction can take us to approx. 10 days before closing

- Seller's payoff demands are received.
- Signed escrow instructions are usually received from buyer and seller.
- A pre-audit is prepared with an estimated closing statement and final list of outstanding items needed to close, and is provided to both listing and selling agents.
- Escrow gets the status of loan documents from the loan broker or lender.
- Escrow will follow up on items requested during a preaudit to obtain any missing items.
- Escrow checks with the lender for anything required by them for loan documents to be created.

3

At this point we are approximately one week before the close of escrow

- Loan documents are received and escrow does a final audit of file.
- Escrow schedules the buyer's signing appointment and prepares the loan documents and estimate for the buyer to sign. These docs are the final accounting of monies needed from the buyer to close. An estimate is also prepared for the seller, listing net proceeds and/or funds needed to close.
- Once signed, the loan documents are packaged and sent back to the lender. (Lenders usually want signed loan documents 24-48 hours before they fund loans).
- Buyer's money for closing is received into escrow (this must be paid by WIRE TRANSFER).
- When the lender funds the loan, escrow will instruct title to send the documents to the County Recorder's Office for recording.
- Once the documents are recorded, title "confirms" with escrow, and escrow then informs their clients.
- Within 24 to 48 hours the file will be "settled" and the funds distributed.

4