

To expedite the closing of your real estate escrow, the following items must be completed in a timely manner.

- Select escrow and title companies with ample reserves and a substantial track record in the community. The larger the transaction the more critical is the solvency of the escrow and title company. If you have any concerns, ask for a financial statement.
- Return signed escrow instructions within 7-10 days after escrow is opened.
- Have a legal description or assessor's parcel available to identify your real property.
- Provide the escrow officer with names, addresses, and loan numbers for existing lenders.
- Deposit copies of any available tax bills into escrow.
- If the property is held in a trust, provide a copy of the trust agreement.
- If the property is a rental, provide a list of tenants, monthly rent amounts, payment due dates, and the amounts of any security and/or cleaning deposits.
- Be sure that all agreed-upon repairs have been made and that property has been vacated, if required, before closing escrow.
- Provide a forwarding address for after escrow closing.
- To avoid delays in closing escrow, arrange in advance with your employer to take time off work to sign loan documents after your lender has provided them to escrow. Some escrow companies will deliver documents for an additional fee.
- Remember, the more prepared you are the smoother the escrow closing will be.