

# ESCROW CHECKLIST

## ESCROW REQUIREMENTS:

- Fill out the Request for Contract information form at the sales office. Let us know the best way to contact you: home, work, cell, email.
- Make the decision on how to hold Title. (Consult with legal counsel or attorney)
- Let your Escrow Officer know if your funds are coming from the sale of an existing home.

## LOAN APPROVAL:

- Provide all documents for loan approval to lender.
- Ensure your names are spelled correctly on loan application and as you would like them to appear on your Deed.
- Remind your loan agent that your Escrow Officer needs your loan documents at least 10 days before you expect to receive your keys.

## PREPARE FOR YOUR ESCROW APPOINTMENT:

- Call Escrow Officer for amount needed to close, preferred in the form of a wire transfer of funds.
- All people named on the loan documents must be at the signing.
- All must bring Valid Driver's License or Passport.

## Brief List of the Best Sources for Assistance for Certain Common Questions:

- ▼ Details of your purchase agreement...  
Builder Sales Representative
- ▼ Final amounts needed to close escrow (after receipt of loan papers)...  
Escrow Officer or Escrow Assistant
- ▼ Possession and key to home...  
Builder Sales Representative
- ▼ Hazard/Fire Insurance...  
Insurance Agent or Escrow Officer if you would like a quote for First American Homeowners Insurance.
- ▼ Loan requirements & Financial matters...  
Lender or Mortgage Company
- ▼ Escrow Instructions...  
Escrow Officer or Escrow Assistant
- ▼ How to take title or ownership...  
Attorney or other Real Estate Expert
- ▼ Questions regarding property tax impounds...  
Lender or Mortgage Company



**First American Title**  
714-250-6600  
4 First American Way  
Santa Ana, CA. 92707



**First American Title™**

# 托管 核对表



## 托管要求：

- 在售楼处填写联系信息表格。让我们知道与您联系的最佳途径：家庭，工作，手机号码，电子邮箱等。
- 做出产权名称决定。（与法律顾问或律师进行咨询）
- 让您的托管专员知道您的资金是否来自出售现有住房所获得的。

## 贷款审批：

- 提供贷款审批的所需文件给放款机构。
- 确保您的名字在贷款申请上拼写正确，同时也会如您所愿的显明在您的地契上。
- 提醒您的贷款经纪人，在您预计接收钥匙前10天托管专员必须收到您的贷款文件。

## 准备您的托管签署：

- 联系托管专员了解完成交易所需提交金额，首选是以电汇的形式。
- 所有名字出现在贷款文件的人都必须签字。
- 所有人必须携带有效的驾驶执照或护照。

## 简要列出为某些常见问题提供答案的最佳来源：

- ▼ 购买协议的细节...  
建筑商销售代表
- ▼ 完成托管交易的（收到贷款文件之后）最终所需金额...  
托管专员或托管助理
- ▼ 房屋的持有权和钥匙...  
建筑商销售代表
- ▼ 危险/火灾保险...  
保险代理人，或如果你想获得第一美国家庭财产保险报价，请跟托管专员联系。
- ▼ 贷款要求和财务事项...  
贷款银行或抵押贷款公司
- ▼ 托管账户指示...  
托管专员或托管助理
- ▼ 如何设置产权或所有权...  
律师或其他房地产专家
- ▼ 关于物业税的扣留问题...  
贷款银行或抵押贷款公司



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