

Let's Open Escrow

AGENT CHECKLIST

Congrats on opening escrow! To ensure your transaction closes as easy as 321 & DONE, we ask that you provide the following information as soon as possible:

CONTACT

Buyer & Seller phone numbers, email addresses and mailing address

TRANSACTION COORDINATION

Name, email and phone number of your TC, if applicable

HOA

Name of HOA and/or Property Management company
*We also advise that you notify your seller(s) that they will likely be required to pay an up front fee to obtain the required HOA docs. The fee and request for documentation must be completed within the time frame outlined in the purchase agreement

VENDORS

If not clearly stated on the purchase agreement, please advise as to which vendors and service providers are to be used

SOLAR

Immediately notify your escrow team of any solar agreements that will be transferred or paid off through closing

LENDER

If you represent the buyer(s), new lender contact information should be provided immediately

COMMISSION

Provide your commission percentages and splits

WE LOOK FORWARD TO CLOSING WITH YOU!

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escrow321