

# **ESCROW PROCESS**

## **OPENING ESCROW:**

**Documents To Be Sent To Escrow at Opening of Escrow:  
Default period is within 3 days of Contract Acceptance (RPA  
12/2025 19C)**

- 1. Escrow Timeline**
- 2. Fully Executed RPA**
- 3. Any Contract Addendums**
- 4. Any Contract Modifications**
- 5. All Seller and Buyer Counter Offers (in order made)**
- 6. All contact Company / Name info of:**
  - **Buyer (as applicable)**
  - **Seller (as applicable)**
  - **TC for Selling Agent**
  - **TC for Listing Agent**
  - **Title Company and Title Officer**
  - **Lender & Loan Officer for Buyer**
  - **Any other party involved**
- 7. Home Owner Association:**
  - **Name of Association**
  - **Contact Name**
  - **Contact info**
- 8. Other:**
  - **Let Escrow know if Sellers and Buyers are married**
  - **Whether property is being purchased as a separate estate (property)**
  - **If any party is incapacitated**
  - **Anticipated Vesting of parties (if known)**

- **Will any of the parties be out of town during closing**
- **Whether or not there is a mobile home on the property**
- **Does Seller have a prepayment charge (penalty upon paying off any loans recorded on the property)**
- **Is any any Seller or Buyer going to give a Power of Attorney**
- **Has any change to any party's marital status occurred**
- **Do any buyer or seller reside out of state**
- **Is the property the Subject of any Exchange**
- **Is the property being sold subject to a foreclosure action**
- **Is there any leased equipment being sold, and the lease obligation being assumed by the new buyer(s)**

**ESCROW WILL ORDER THE FOLLOWING (typically ordered within 3 days of opening escrow)**

- **Title Report from the designated/chosen Title Company. RPA (revised 12-2025) requires all Sellers to fill out and submit a “Statement of Information” to Escrow, and Escrow is to immediately forward the signed and filled-out copy to Title so that Title Company can search and confirm that no judgments or IRS liens have been filed that will attach to the subject property. Title will provide the Statement of Information forms to Escrow with the Preliminary**

**Title Report, and Escrow will provide the forms to the appropriate party for filling in and signing, and when received back, will immediately provide it to the Title Company. (pg 12 of 17 RPA,12/25, 19 C.)**

**HOA DOCUMENTS: (typically ordered within 3 days of escrow opening.)**

- **Escrow will order the 1) CCRS, 2) disclosure of any pending or anticipated claim or litigation by or against HOA, 3) statement outlining location and number of designated parking and storage spaces, 4) Copies of the most recent 12 months HOA minutes for regular and special meetings, 5) the names and contact information of all HOAs governing the property, 6) pet restrictions, 7) smoking restrictions, and 8) CI Disclosures, if any.**

**Seller shall, within the timeframe specified in the RPA, 12/2025, 3N(3) order from and pay any required fee (typically up to \$1,500) as specified in paragraph 3Q(12) of the RPA 12/2026, (pg 9 of 17, 11M(2)). This is required to be paid within 3 days of contract acceptance. (pg. 2of17, N(3)).**

## **TYPICAL ESCROW TIMELINE OF EVENTS:**

**Opening of Escrow: (typically within 3 days of RPA acceptance**

- **Agents send Escrow All Docs as identified above. (RPA 12/2025, pg. 12 of 17 19(C) “A copy of RPA shall be delivered to Escrow Holder within 3 Days after Acceptance.**
- **Escrow immediately assigns Escrow number (#)**
- **Escrow calls, then sends wiring instructions to buyer for initial deposit**
- **Opens Title Order for Preliminary title report for buyer review and approval.**
- **Contacts Byers Lender (if any)**
- **Verifies and advises Seller of HOA upfront fee required**
- **Follows up on Buyer’s Initial Deposit (typically due with 3 days of Contract Acceptance (RPA pg. 1 of 17, 3D(1)).**
- **Once payment made by Seller, orders HOA documents**
- **Sends Escrow document packages to Buyer and Seller for signature**
- **Buyer and Seller return signed Escrow Documents**
- **Order payoff demands for Seller lenders and/or judgment holders**
- **Buyer’s vesting provided to Escrow**
- **Home Warranty, Natural Hazard, Termite report/Section 1 work(if any) submitted to escrow**

- **Title Report Sent to Buyer for review and approval.**
- **Statement of Information sent to Seller for completion and signature.**
- **Seller completed and signed Statement of Information, sent back to Title Company**
- **Received HOA Documents send to Buyer for review and approval**
- **Buyer and Escrow continue to work with Buyer's lender to satisfy all Lender's document conditions**
- **Receive Buyer's Loan Documents**
- **Schedule Buyer to sign Lender Loan Documents (with notary) and any final escrow documents**
- **Send signed loan documents back to the Buyer's lender for funding review**
- **Send Buyer and Seller estimated closing statement for their review and approval**
- **Send final document to Seller and Buyer for their signature**
- **Request Buyer funds for closing**
- **Request Buyer's Lender's funds for closing**
- **Sets of file and Grant Deed to be recorded by Title Company**
- **Receives confirmation from Title Company that all required documents have been recorded (confirmation)**
- **Reaches out to Buyer and Seller to let them know that the recording of the Grant Deed is confirmed**

- **Closes out the file and disburses funds to Seller, Seller's lender, Seller's Brokerage/Agent. Buyers Broker/Agent (when applicable). Typically, this is the day after confirmation of the recording of the Grant Deed, unless recorded on Friday, then the file is closed out the following Monday.**