

The Seller

- Accepts Buyer's offer to purchase and initial good-faith deposit to open escrow.
- Approves and signs the escrow instructions, grant deed and other related documents required to complete the transaction.
- Approves any final changes by signing amendments to the escrow instructions or contract.

The Lender

- Orders and reviews the property appraisal, credit report, verification of employment, verification of deposit(s), preliminary report and other related information.
- Informs Buyer(s) of loan approval terms, commitment expiration date and provides a good-faith estimate of the closing costs.
- Reviews and approves the executed loan package and coordinates the loan funding with the escrow officer.

The Escrow Officer

- Receives the order for escrow and title services.
- Obtains approvals from the buyer on the title insurance report, pest and other inspections.
- Receives funds from the buyer and/or any lender.
- Pro rates insurance, taxes, rents, etc.
- Disburses funds for the title insurance, recording, fees, real estate commissions, lien clearance, etc.
- Prepares a final closing statement and/or HUD1 statement for each party, indicating the amounts to be disbursed for services at the close of escrow.
- Closes the escrow by disbursing the proceeds to the Seller, paying off the existing encumbrances and other obligations.

The Buyer

- Applies for a new loan, completing all required forms and often prepaying certain fees such as credit report and appraisal costs.
- Approves and signs the escrow instructions and other related instruments required to complete the transaction.
- Approves the preliminary report and any property disclosure or inspection reports called for by the purchase and sales agreement (Deposit Receipt).
- Approves and signs new loan documents and fulfills any remaining conditions contained in the contract, lender's instructions and/or the escrow instructions.
- Deposits funds necessary to close escrow; approves any changes by signing amendments to the escrow instructions.