

Make sure your *Escrow* runs smoothly

Please provide your Escrow Officer with the following information:

- Full names, addresses and contact information to all parties to the escrow.
- Where to send Escrow Instructions and necessary paperwork.
- Deposit taken at time of the offer, timeframes for additional deposits and close of escrow date.
- Total cash down payment from the buyer.
- Contingencies and time limits thereof.
- Existing loan information - loan number(s), current lender(s), address(es), phone number(s), and any email address(es).
- New loan information - new lender name and/or loan officer name, address, phone number and email address.
- Statement of Information form - This form is required from each buyer and each seller on the transaction. The necessity for this document is to assist Escrow and Title to clear all liens and judgements that might be placed on the property. In the State of California, there are so many liens and judgements recorded every day with individuals that have like or similar names. This form helps us clear a path through all of that information. This form is confidential and does not leave Escrow's and/or Title's files.
- How will the Buyer(s) hold title to the property - known as vesting. This information is frequently overlooked and can delay the closing of your escrow. The new lender will not draw loan documents until they have the Buyer's vesting.
- Forwarding address of the Seller(s) and whether or not the Buyer(s) will be moving into the property. If there are any papers and/or monies after the close of escrow to be forwarded to either party, the Escrow Officer will be able to get the items to them in a timely manner.



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