

ESCROW CHECKLIST FOR BUYERS

Escrow Requirements:

- Provide CTE with your preferred method of contact: home, work, cell or email.
- Choose how to hold title - consult with legal counsel or attorney.
- Complete the Notice to Purchaser Insured NM 35 form and return to CTE.
- Let your Escrow Officer know if funds are coming from the sale of an existing home.

Hazard Insurance: *(if not a condo or town home)*

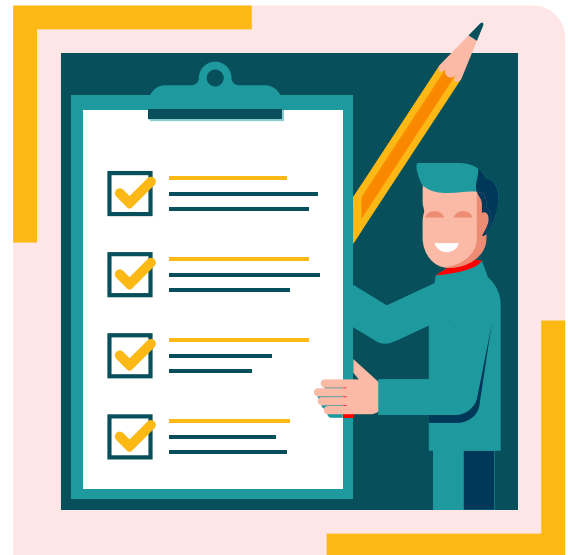
- Obtain quotes.
- Make a decision on your agent and coverage.
- Give your Lender the agent's name and phone number *(preferably 30 days prior to close of escrow).*

Loan Approval:

- Provide lender with all documents for loan approval.
- Ensure 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 prior to your closing date.

Your Escrow Appointment:

- Upon receipt of your loan documents, your Escrow Officer will call you with the amount needed to close, required in the form of a wire transfer or a cashier's or certified check, and payable to Centric Title & Escrow.
- All individuals named on the loan documents must be present at the signing. If this presents a conflict, please speak with your Escrow Officer as soon as possible.
- All must present valid identification - acceptable forms include a current Driver's License, Passport, Department of Motor Vehicles Identification Card, or other government issued photo ID.



You have an entire team working to ensure your transaction is a success. Below are the best sources for particular questions:

- › Details of your purchase agreement: **Real Estate Agent**
- › Final amount needed to close escrow (after receipt of loan papers): **Escrow Officer or Escrow Assistant**
- › Possession and key to home: **Real Estate Agent**
- › Hazard/Fire Insurance: **Insurance Agent**
- › Loan requirements and financial matters: **Lender or Mortgage Company**
- › How to take title or ownership: **Attorney or Legal Advisor**
- › Wire fraud alert: **Before** wiring any money contact CTE to verify wiring instructions.

Contact your Escrow Officer if you have any questions specific to your transaction. We're here to help!



www.CentricTitle.com