

ESCROW CHECKLIST FOR SELLERS

Escrow Requirements:

- Provide CTE with your contact information: home, work, cell phone numbers and email address.
- Providing complete and accurate account numbers, social security numbers and addresses will help avoid delays in obtaining payoff statements and account information from a management company on behalf of an association, if any.

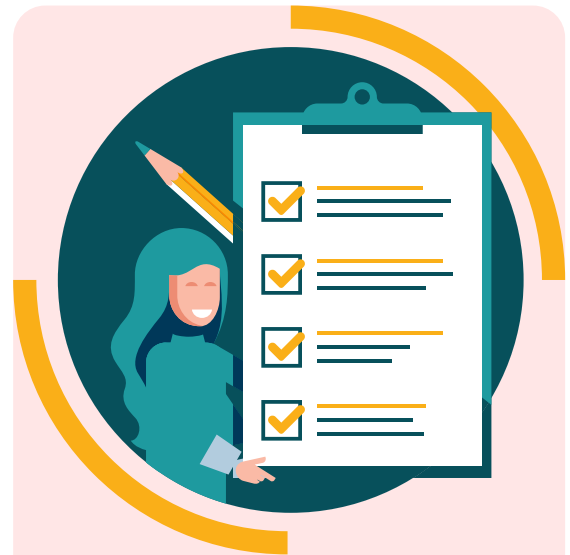
Your Escrow Appointment:

- Your real estate agent will coordinate with your Escrow Officer to set up an appointment for your closing.
- All individuals named on the Deed 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.

If your sales proceeds will be wired into an account, please provide the name of the institution, routing number, and account number.

When Escrow Is Completed:

- Contact your homeowner's insurance provider to cancel your policy (you may need to show a copy of your Final Closing Statement which CTE has provided in your closing papers).
- Notify utility companies and submit change of address to DMV, Post Office and Registrar of Voters.
- If your pet is chipped, visit the vet for a change of address.



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 you will net at closing: **CTE**
- › Distribution of Funds: **CTE**
- › Questions about Property Tax: **CTE or Mortgage Company**
- › 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!



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