## **Escrow Flow Chart**



PREPARE ESCROW INSTRUCTIONS
AND PERTINENT DOCUMENTS

**OBTAIN SIGNATURES** 

ORDER TITLE SEARCH
RECEIVE AND REVIEW

REQUEST BENEFICIARY STATEMENT REQUEST OR PREPARE NEW LOAN APPLICATION

PROCESS FINANCING

RECEIVE DEMANDS (IF ANY)
REQUEST CLARIFICATION OF
OTHER LIENS (IF ANY) AND REVIEW
TAXES ON REPORT

RECEIVE DEMANDS AND

**ENTER INTO FILE** 

PRELIMINARY REPORT

REQUESTBENEFICIARY STATEMENT

AND ENTER INTO FILE.

REVIEW TERMS OF TRANSFER

AND CURRENT PAYMENT STATUS.

(IS PRIOR APPROVAL

OBTAIN LOAN APPROVAL AND DETERMINE THAT TERMS ARE CORRECT

(IS PRIOR APPROVAL NECESSARY TO RECORD?)

REQUEST LOAN DOCUMENTS

REVIEW FILE TO DETERMINE THAT ALL CONDITIONS
HAVE BEEN MET AND THAT
ALL DOCUMENTS ARE CORRECT
AND AVAILABLE FOR SIGNATURE.

[Termite inspection, contingencies released, fire insurance ordered, additional documents (Quitclaim Deed, Subordination's, Power of Attorney, home warranty, HOA, disclosure reports) have been prepared.]

FIGURE FILE AND REQUEST SIGNATURE ON ALL REMAINING DOCUMENTS

FORWARD DOCUMENTS TO TITLE COMPANY

**OBTAIN FUNDS FROM BUYER** 

RETURN LOAN DOCUMENTS

**REQUEST LOAN FUNDS** 

**FUNDS** 

ORDER PROCESSING

CLOSE FILE, PREPARE STATEMENTS
AND DISBURSE FUNDS

COMPLETE CLOSING FORWARD FINAL DOCUMENT TO ALL INTERESTED PARTIES (BUYER, SELLER, LENDER) THIS FORM DERIVED FROM THE CALIFORNIA ESCROW ASSOCIATION