



THE ESCROW CHECKLIST

The Buyer Escrow Process Simplified

Whether you've bought a home before or this is your first time, you likely do not fully understand the escrow process. The truth is that it can be very complex, but it is also true that at Integra Escrow we can help you make sense of the process. Use this as your buyer's checklist and contact us at 866-514-7778 if you have questions.

What Happens Before the Escrow Process Begins?

First, let us look at what comes before escrow starts. In most cases, the first step is getting prequalified or preapproved with a lender. You'll then provide that letter to a seller if you have not done so already. You will then look to get a down payment for the home. Once the seller has the necessary information to trust that you will get approved for the loan and can handle the down payment, escrow is opened.

The Escrow Checklist for the Buyer

Your escrow company will make sure that you know what is expected of you but these are the general steps you will likely see on your escrow checklist.

- 1 *Get wire transfer instructions from the escrow company*
- 2 *Use said wire transfer instructions to provide the escrow company with earnest money deposit*
- 3 *Send a fully executed copy of the offer to purchase to your lender*
- 4 *Obtain a list of documents the lender needs from you*
- 5 *Send all documents the lender request so that the underwriter can approve the loan*
- 6 *Review the escrow company's escrow instructions*
- 7 *Get all required documents from the escrow company or real estate agent*
- 8 *Review the seller's disclosure and sign it*
- 9 *Follow up with the lender to assure they have scheduled the appraisal to avoid holdups on the contingency approval*
- 10 *Schedule any required inspections include general home inspection, termite inspection, roof, plumbing, chimney, or other special inspections*
- 11 *Deliver repair request to seller if necessary*
- 12 *Sign then deliver the contingency removal form*
- 13 *Review closing costs provided by the escrow company*
- 14 *Schedule a final walk-through of the home*
- 15 *Get homeowners' insurance and provide proof of such to the escrow company*
- 16 *Wire down payment to the escrow company*
- 17 *Sign documents with a mobile notary arranged by the escrow company*
- 18 *Obtain keys and move into your new home*

Of course, this checklist is not exhaustive. Some transactions will have fewer steps and others will have more. The key is to work with a buyer's agent and escrow agent who will keep you up to date to prevent any unnecessary delays. You can trust that Integra Escrow will always keep our clients up to date on progress.