

What Happens from Contract to Closing Begins Here...



1. Select a REALTOR® to assist in choosing the right property for you.



2. Contract is signed with the seller upon reaching an agreement.



3. The contract and the earnest money deposit is delivered to Title Security, and the title commitment is ordered.



4. An application for a loan is submitted to the lender or mortgage broker.



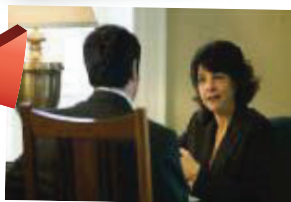
8. Closing date is scheduled by the parties involved.



7. Loan documents and instructions are delivered to Title Security.



6. Buyer's Loan is approved.



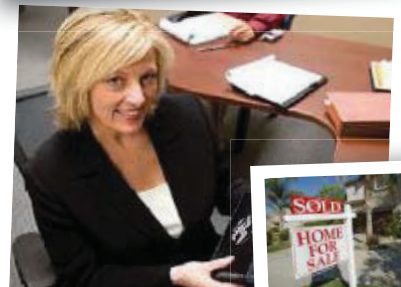
5. Title Commitment is issued to lender, buyer, seller, and REALTOR®



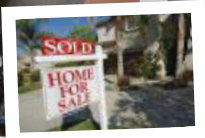
9. **THE SIGNING:** Escrow instruction and loan documents are signed by buyer with assistance of the escrow officer. Seller signs over deed to buyer.



10. The lender transfers the funds to the escrow account.



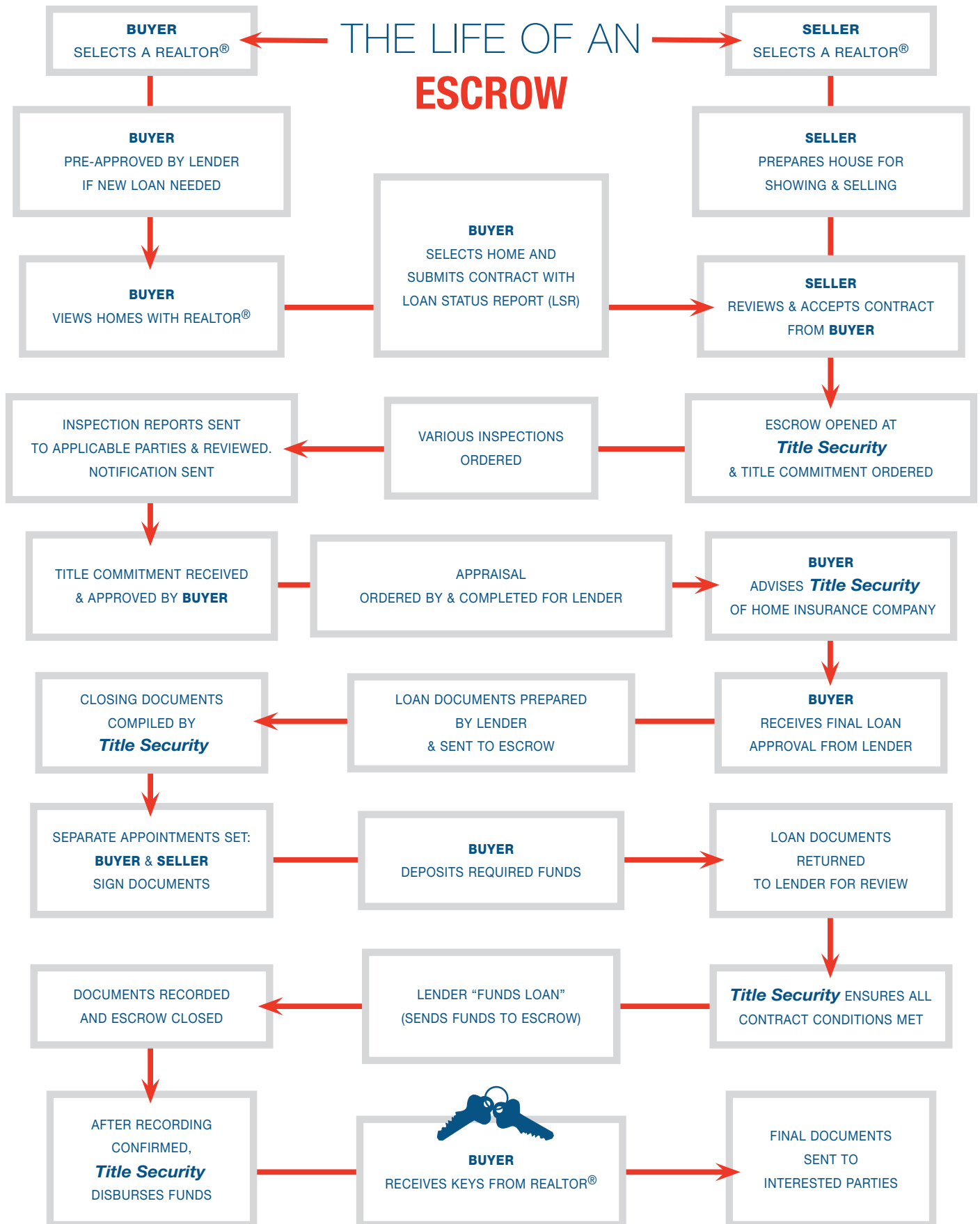
11. The deed is recorded transferring ownership of the property. Escrow file is closed with final account and settlement statement delivered to all parties.



YOUR CONTRACT. OUR COMMITMENT. SMOOTH CLOSING.

Title Security Agency
A Joint Venture with First American Title™

520.885.1600 | www.titlesecurity.com



7 Steps

Of Highly Successful Escrows with Title Security Agency

Below are some guiding steps to help our customers better understand the key features and timelines in their escrow transactions:

- 1.** Opening letters are sent to Buyer and Seller within 3-5 days of opening escrow. The Buyer's letter requests information for marital status, vesting, hazard insurance, and contact information for the new lender. The Seller's letter requests information for the payoff of existing loans, homeowner's association, 1099, non-foreign investor certification, and instructions for the delivery of the proceeds from the sale. This paperwork should be completed and returned to the escrow officer in a timely fashion.
- 2.** A Commitment for Title Insurance is issued within 3-5 days of opening escrow and is provided to all parties. Copies of associated documents (CC&Rs, Easements, etc) are sent to the Buyer.
- 3.** All demands (i.e. Payoffs, HOA) are ordered by the escrow officer upon receipt of opening paperwork from the principals in the transaction.
- 4.** Buyer or Seller may be contacted for additional information throughout the escrow. To avoid delays, all parties should respond immediately to requests for additional information. The Buyer may be asked for additional paperwork from the lender, which should also be provided as soon as possible.
- 5.** Buyer and Buyer's agent should contact the lender to ensure timely deliverance of the loan documents. Loan documents must be delivered 3 days prior to close of escrow (COE) for local buyers and 1 week prior to COE if the Buyer is out of the area or needs the closing documents sent for signing. Do note, the signing date is not the closing date.
- 6.** Loan documents are received and a Closing Statement is prepared. Signing appointments for Buyer and Seller are scheduled. Funds for closing must be provided via a cashier's check payable to Title Security Agency or wire transfer.
- 7.** Closing (COE) occurs after the loan funds, documents are recorded and funds are disbursed. At that point, closing statements are mailed to all parties to the transaction.