

THE PATH OF AN ESCROW



MONARCH
TITLE COMPANY

01



Select a licensed real estate agent to help you list your home. If you are a buyer, select a lender and begin the loan process.

02



Sign the contract and open escrow with a reputable escrow company. They will open Title on your behalf.

03



Complete property inspections and address any necessary repairs.

04



Review the Preliminary Title Report for any issues that may delay or prevent closing.

05



Deliver all required information and paperwork to the escrow officer and lender a minimum of 10 days prior to signing.

06



Sign all closing paperwork and loan documents.

07



Deposit closing funds via a wire transfer. Verify wire instructions over the phone with your escrow officer prior to any transfer.

08



The buyer receives the keys to their new property, and the seller receives their proceeds.

Seller(s) - Accepts the buyer's Offer to Purchase and good-faith deposit to open escrow. The Seller submits all necessary paperwork and information required by escrow, approves escrow instructions, the grant deed, and all other documents. The Seller also approves any repairs per the inspection report, fulfills any outstanding conditions, approves any payoff demands and final changes or amendments to the escrow instructions.

Buyer(s) - Tenders a written offer to purchase, or accepts the seller's counter-offer, and provides a good-faith deposit. Begins the loan application process. The buyer often pre-pays some fees including the appraisal and credit reports. They approve and sign the escrow instructions as well as any other required documents. The buyer orders the inspection report. They approve and sign the loan documents and satisfy any remaining conditions per the contract, escrow instructions, and/or lender's instructions.

Escrow - Acts in a fiduciary capacity as an impartial depository or stakeholder for all monies and documents required to facilitate the transaction. They prepare escrow instructions and any pertinent documents. They open

title and coordinate with the title company on any issues that may arise through the title clearing process, including ordering demands on any judgments or open liens, as well as reviewing the title company's requirements. Escrow also orders the formal assumption package or beneficiary's statement. They review all conditions in the lender's instructions. Escrow provides all statements and documents for signatures and approval, and requests the balance of the buyer's funds. The escrow officer will examine the signed documents and instructions, and request the lender's funds once they return the loan package. They receive the proceeds from the lender. Escrow determines when the transaction will be able to close, and with assistance from the title company, escrow records the grant deed and deed of trust. Escrow closes the deal by preparing the final settlement statement, paying off any existing encumbrances, and distributing the proceeds to the seller. They deliver all statements, funds, and remaining documents to the agents and lender.

Lender - Begins the qualification process upon receipt of the loan application. They order and examine the credit report(s), ap-

praisal, deposits, employment verification, and the preliminary title report. Once the package has been approved by their underwriters, the lender establishes their requirements and conditions. They must inform the buyer of the approval terms, the expiration date of the rate lock, and provide estimated closing costs. The lender provides instructions and documents to escrow to obtain the buyer's signature. Once they've reviewed and approved the loan package, the lender coordinates funding the loan with the escrow officer.

Monarch Title Company - Opens a title order to begin the title examination and clearing process. We use public records affecting the real property in question to issue a Preliminary Title Report. Title determines the documents needed to complete the transaction and issue clean title to the buyer, and advises the agents, escrow, and the lender of such. We review and approve the executed documents, as well as the order for title insurance in advance of the recording date. Once authorized by escrow, we facilitate the recordation of the signed and executed documents with the County Recorder in which the property is located, and finally issue the title policy post-closing.



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