



Transaction Timeline

Important Information

At The Escrow Group, we want your entire home purchase or home sale process to be a great one! Along with your real estate agent, there are several service providers – the title insurer, the escrow company, the lender, and others – working together to complete your real estate transaction. Once you have completed the Purchase and Sale Agreement, it is time for your transaction to be placed with the escrow company.

We at The Escrow Group play a pivotal role in orchestrating the information provided by each party. From requesting and compiling necessary data, to preparing closing papers, we stay in close contact with all the parties to coordinate a smooth transaction. As your closing date nears, we monitor the file for completeness and await the lender documents.

Our receipt of lender documentation begins the last phase of your transaction. With lender papers in hand, we prepare a complete package of closing documents for your review and signature. Once signed, the documents are returned to the lender for review and final approval. Unless you require additional time for document review, the final process takes about four days from the time we receive the lender documents until the closing date.

In general, here is how it works:

Week 1 to Week 3			
Receive Purchase and Sale Agreement from the real estate company. Request copy of preliminary title insurance policy and prepare for closing. (Order payoff information and clear outstanding issues (liens, vesting, etc.) Request information from buyers, sellers and agents, as needed (Insurance info, Commission Disbursement Forms, etc.). Confirm all the necessary information to close the transaction resides in the file.			
3-4 Days Before Closing	2-3 Days Before Closing	1-2 Days Before Closing	Closing Day
Loan documents received and prepared for closing	Signing appointment	Lender review period	Funds disbursed and clients notified of closing

We endeavor to offer you prior notification of at least 24 hours for closing document review and a choice of signing locations and times. However, in the event of unforeseen delays, we may need to waive the 24-hour notice and request that you sign at a specific time in order to close on schedule.

The Escrow Group

JackLynn Ludwick
President

cc: Buyer
 Seller
 Real Estate Agents
 Mortgage Lender
 Broker
 Closing Officer, The Escrow Group