

ESCROW CHECKLIST FOR SELLERS

ESCROW REQUIREMENTS

- Provide PTC with your contact information: home, work, cell phone numbers and email address.
- Provide PTC with a Statement of Information, if required.
- Providing complete and accurate account numbers, social security numbers and addresses will help avoid delays in obtaining payoff statements and account information from a management company on behalf of an association, if any.

YOUR ESCROW APPOINTMENT

- Upon receipt of the buyer's loan documents, your Escrow Officer will call you to set up an appointment for your signing.
- All individuals named on the Grant Deed must be present at the signing. If this presents a conflict, please speak with your Escrow Officer as soon as possible.
- All must present valid identification - acceptable forms include a current Driver's License, Passport, California Department of Motor Vehicles Identification Card, or other California-approved identification card, provided it has a photograph, description of the person, signature of the person and an identifying number.
- If your sales proceeds will be wired into an account, please provide the name of the institution, routing number, and account number.

YOU HAVE AN ENTIRE TEAM WORKING TO ENSURE YOUR TRANSACTION IS A SUCCESS. BELOW ARE THE BEST SOURCES FOR PARTICULAR QUESTIONS:

- Details of your purchase agreement – Real Estate Agent
- Final amount you will net at closing – PTC
- Escrow Instructions and payouts – PTC
- Questions about Property Tax – Lender or Mortgage Company

WHEN ESCROW IS CLOSED



- Contact your fire insurance provider to cancel your policy (you may need to show a copy of your Final Closing Statement which PTC has provided in your closing papers).
- Notify utility companies and submit change of address to DMV, Post Office and Registrar of Voters.
- If your pet is chipped, visit the vet for a change of address.

Contact your Escrow Officer if you have any questions specific to your transaction.

We're here to help!