



## Steps for escrow success

Our escrow staff is ready to provide you with consistent closings every time. To speed your transaction, we recommend following our seven steps below to ensure a successful escrow process.

### One

Recommend us for your customers' title insurance. Ask for their Escrow and/or Title Reference number to use for all future communications.

### Two

Read and understand the Preliminary Report. If there is an item you don't understand, phone your escrow or title officer.



### Three

Communicate with your escrow officer and inform them of important dates for ordering payoffs and releases, as well as loan approvals and other related issues.

### Four

Inform your escrow officer if any changes occur. All changes should be noted in writing. Remember, escrow only acts on mutual instructions barring rare exceptions.

### Five

It is important to understand the fiscal tax year, debits, credits, prepaid interest, impounds, due dates and delinquent dates in order to ensure that this information will be easily understood by your client. Familiarize yourself with normal buyer and seller closing costs.

### Six

Check each signature for accuracy. Have your client sign exactly as shown on the document. Make sure all of the required documents are signed and notarized when applicable.

### Seven

Double check all papers and documents before returning them to your escrow officer to verify.

**Contact us for information about title insurance and to learn more about our company.**



**Contact us for more information on title insurance and to find out why we're the right title company for you.**

### Title One, Inc.

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