

SEVEN STEPS TO ESCROW SUCCESS

The Stewart Title escrow staff is ready to consistently provide you and your customers with the best closing experience possible. For a speedy transaction, we recommend following the seven steps below to ensure a successful escrow process.



Step One

Recommend Stewart Title for your customers' title insurance. Ask for their escrow or title reference number to use for all future communications.



Step Two

Read and understand the preliminary report. If there is an item you don't understand, contact your escrow or title officer.



Step Three

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



Step Four

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



Step Five

It's 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.



Step 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.



Step Seven

Double-check all papers and documents before returning them to your escrow officer for verification.