## ESCROW FLOW CHART FOR SALE OF REAL ESTATE Broker/Agent sends Escrow Holder a Legible copy of Fully Executed Purchase Agreement and Joint Escrow Instructions Escrow Holder Assigns an Escrow # & Prepares Supplemental Escrow Instructions & Pertinent Documents; Mail or Deliver to All parties for signatures Assumption of loan or seller Obtain information on new lender, financing and get good faith estimate. Process Financing Receive and Review Send Est. HUD, Escrow Instructions Title report. Send and Title Report to Lender for review. copies as requested Receive paperwork, terms and note to sign. Request Demand(s), & request clarification of other liens (if any) Loan is approved and loan docs are ordered by the lender. Review File. Are all Conditions satisfied? Is all paperwork in? Have all Contingencies been Escrow Receives loan docs and removed? Order Fire Insurance; prepare Review paperwork and schedules a time for the buyer to estimated closing statement (HUD), escrow prepare deeds to record come in and sign the loan docs. instructions and any other needed documents. Return loan docs and any Obtain Signatures and outstanding conditions to lender closing funds from for review. buyer and seller Send original deed to Title Forward original Grant Deed & Request lender's loan Company for recording. Deed of Trust to Title Company funds and Authorize recording Forward Documents to: Close File. Prepare Final Statements (HUD). BUYER/SELLER LENDER/BROKERS. Disburse Funds.