

# *How to ensure a smooth escrow with Old Republic Title!*



When opening an escrow order, we've compiled some tips to help streamline the process and avoid delays:

» **CONTACT INFORMATION**

The parties to the transaction may not always be clear, or the agent that represents them. In your opening email, please provide the following:

- ◇ Agent Information - Name, mailing address, email and telephone number
- ◇ Buyers and Sellers - Name, email address and telephone number for each client represented
- ◇ New Lender Information (if applicable) - Name, email address and telephone number

» **COMMISSION AMOUNTS**

Provide commission amounts and splits when the order is opened so that we can promptly include them in the lender's estimates.

» **COPIES OF REPORTS AND INVOICES**

Lenders must see reports and invoices that match any bills we pay through escrow. For instance, if a termite bill or roof repairs are paid through escrow the lender requests a copy of all reports and invoices.

» **CLOSE OF ESCROW DATE**

The agreed upon close of escrow date may fall on a weekend or holiday. We will need to know what business day is agreed upon by everyone.

» **EARNEST MONEY DEPOSITS (EMDS)**

To support the health and safety of our employees and all we serve, many of our offices are currently closed to the public due to COVID 19. If you wish to remit an EMD electronically, buyers may remit via wire transfer or via ZOCCAM® (mobile remote deposit capture technology in locations permitted). We can email information regarding these options to the buyer upon receipt of contact information. If your client prefers to deliver a certified check, please contact me for an overnight delivery pre-paid packing slip.

» **TRUST ACCOUNT**

If the subject real property is vested in a trust, the proceeds will be payable to you as the trustee(s) of the trust. If you do not currently have a bank account set up in the name of the trust, you may need to establish one to accommodate the deposit of these funds.

» **CONSTRUCTION ON THE PROPERTY**

If construction has been performed on the property within the last 90 days, please inform your EO right away. We may need additional items in order to close escrow.

**All of these tips will assist us in conducting a timely and accurate transaction.  
We look forward to working with you.**