

# Escrow Assistant CheckList

(this is a basic checklist and should be completed in order)

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| 1) Order Open Date: _____                  | 17) Lender Pkg OUT: _____                        |
| 2) Prelim IN Date: _____                   | 18) Listing Agent Pkg: _____                     |
| 3) Copy of Files IN: _____                 | 19) Selling Agent Pkg: _____                     |
| 4) Sewer IN: LV: _____                     | 20) Commission Inst. OUT ____ IN____             |
| CC: _____                                  | 21) Hazzard Insurance: _____                     |
| 5) Republic (Refuse): _____                | 22) Docs IN: _____                               |
| 6) HOA & SID/LID: _____                    | 23) Docs SIGNED: _____                           |
| 7) 1 <sup>st</sup> Pay Off Mortgage: _____ | 24) Buyers Money IN: _____                       |
| Requested: _____ IN: _____                 | 25) Docs to Lender: _____                        |
| 8) 2 <sup>nd</sup> Pay Off Mortgage: _____ | 26) Funding Conditions: _____                    |
| Requested: _____ IN: _____                 | 27) Funding: _____                               |
| 9) 3 <sup>rd</sup> Pay Off Mortgage: _____ | 28) Lender Money IN: _____                       |
| Requested: _____ IN: _____                 | 29) Balanced: _____                              |
| 10) Abandonment: _____                     | 30) Recorded: _____                              |
| 11) Spousal Deed: _____                    | <u>Advanced Assistants &amp; Junior Officers</u> |
| 12) AFDJT: _____                           | 31) Figuring                                     |
| 13) Deeds: _____                           | 32) Signings                                     |
| 14) Copy of Trust: _____                   |  |
| 15) Escrow Instructions: _____             |  |
| 16)Comm Instructions: _____                |  |