

Use this form to keep track of the many stages of the escrow process. Your escrow officer and the buyers' loan officer will be aware of all the details, but it helps if you keep abreast of the needed steps to keep your sale on track.

Escrow number _____
Date escrow opened _____ Estimated closing date _____
Escrow office _____
Name of escrow officer _____
Telephone number (office) _____ (cell) _____
Name of officer assistant _____
Buyers' name(s) _____
Buyers' phones (home) _____ (cell) _____
Title Company _____
Buyers' Fire Insurance provider _____
Listing agent _____
Phone (office) _____ (cell) _____
Selling agent _____
Phone (office) _____ (cell) _____
Deposit to be increased to \$ _____ on _____ (date)
Date preliminary title report received _____
Date appraisal ordered _____ Date of appraisal _____
Name of appraiser, company _____
Appraiser phone (office) _____ (cell) _____
Termite inspection and report completed by _____ (date)
Home inspection approved by buyer _____
Commitment letter from lender _____