



# OPENING THE ESCROW

The selection of the escrow holder is normally done by agreement between the parties to a transaction. Typically, the escrow is opened by the real estate agent. Which agent (the “seller side” or the “buyer side”) will open the escrow is generally determined by local practice.

Escrow may be opened via telephone, email, website form or in person, depending upon the preference of the agent and which options are available through the escrow company. An “escrow number” is assigned and the appropriate information is entered into the computer. Upon issuance of an escrow number, the escrow officer will order a Preliminary Report or Commitment from the title company or title department.

The escrow officer will need some basic information in order to open and proceed with the escrow:

- Correct street address and parcel # if available
- Sales price
- Full names of all parties involved and marital status
- Contact information for all parties
- Existing lender name, loan number, contact information and approximate unpaid balance
- New lender contact information if applicable
- Homeowner’s association information, such as address and dues
- HOA management company information (if any)
- Commission amount and additional conditions

In general, the first item to enter the escrow is the buyer’s initial deposit. The escrow file will grow, item by item, until all of the conditions have been met and the escrow is ready to close.