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# The Role of Your Escrow Officer

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## The Escrow Officer

- Serves as the communication link to all parties in the transaction.
- Prepares escrow instructions.
- Requests a preliminary title search to determine the basis upon which a title insurance policy may be issued.
- Requests a beneficiary's statement or pay-off demand relating to existing financing.
- Complies with Lender's requirements, as specified in Escrow agreement.
- Receives purchase funds from the Buyer.
- Prepares or secures the deed or other documents related to Escrow.
- Prorates taxes, interest, insurance and rents according to the Escrow instructions.
- Secures releases of all contingencies or other conditions as imposed on any particular Escrow.
- Forwards recordable documents to the title company.
- Requests issuance of the title insurance policy.
- Closes Escrow when all of the instructions of Buyer and Seller have been carried out.
- Disburses funds as authorized by the Escrow instructions, including charges for title insurance, recording fees, real estate commissions and loan payoffs.
- Prepares final statements for the parties, accounting for the disposition of all funds deposited in Escrow.

## The Escrow Officer does NOT

- Offer legal advice.
- Negotiate the transaction.
- Offer investment advice.