



## Agent's Escrow Checklist

### Please provide the following:

How would the buyer(s) like to take title?

---

*Please contact us today for further information about common ways to take title.*

What is the correct spelling and full name of the buyer(s) as should be on record?

---

If there is a Homeowner's Association, provide us with the name, address, and phone number of the management company:

---

Hazard insurance agent's name and phone number:

---

☐ If Seller or Buyer is a Corporation, LLC, or a Partnership, please submit all required documentation

*i.e.; Articles of Incorporation, Bylaws, Partnership Agreement, Resolution, etc. Once documents are supplied, escrow will instruct further.*

☐ If the Seller or Buyer is a trust entity, submit a copy of the trust agreement and a signed verification of trustee.

### Important Considerations:

- ☐Y ☐N Are your principals exchanging this property?
- ☐Y ☐N Does the property qualify as seller's principal residence?
- ☐Y ☐N Has there been any recent construction/remodeling?
- ☐Y ☐N Will your principals be using a Power of Attorney?  
*If "yes" additional instructions are required from escrow.*
- ☐Y ☐N Are any of the parties in title deceased?
- ☐Y ☐N Has there been a change in marital status?
- ☐Y ☐N Will there be a new entity formed? (i.e.; partnership or corporation)
- ☐Y ☐N Is the seller a foreign transferor that may be subject to FIRPTA?
- ☐Y ☐N Are funds being wired? If so, advanced preparation will be required.
- ☐Y ☐N Is a Home Warranty requested in this transaction?

*If you answered "YES" to any of these questions, please contact your Escrow Officer for further information.*

- ☐Y ☐N Is the buyer prepared to provide certified funds at the close of escrow?
- ☐Y ☐N Do all parties signing documents have a valid photo I.D.?

**NOTE: If "NO", now is the time to apply for a valid I.D.**

**We have 13 locations**

**conveniently located to serve you!**

Bellevue / Everett / Federal Way / Gig Harbor  
Lynnwood / Mercer Island / Port Orchard / Puyallup  
Puyallup - South Hill / Seattle / Silverdale  
Southcenter / Tacoma

**Fidelity National Title**  
Trusted everywhere  
every day.