

## LIST OF COMMON DOCUMENTS COLLECTED IN ESCROW

Please note each the escrow document title may vary between companies, but the information collected will be the same. Also, depending on your unique transaction additional documentation may be required. This is just a basic list.

### BUYER(S):

1. **Escrow Instructions:** A clarification of the contract stating escrow holder's duties.
2. **Privacy Notice:** Notice that all escrows are private and only parties to the escrow or their assigns, such as agents or loan officers, may have knowledge of it.
3. **Document Correction:** Document stating that all parties agree to cooperate to fix any documented mistakes that were not contrary to the contract.
4. **Wire Fraud Advisory:** Advisory to please contact and verify wiring instruction verbally with your escrow officer, and the escrow officer shall do the same when verifying wiring instructions of buyer or seller. This is to prevent fraud, which is on the rise.
5. **Forwarding Address Information:** Basic contact information and how escrow contact you post-close.
6. **Statement of Information:** This document is required by the Title Company to ensure no liens are attached or shall attach to the property.
7. **Vesting Worksheet:** Required to show Buyer(s) vesting at close (how they shall take title).
8. **593 Authorization Form:** In accordance with the State of California, the Buyer is responsible to withhold 3.33% on sales over \$100,000.00, under certain conditions, this form delegates that duty to the escrow holder.

### SELLER(S):

1. **Escrow Instructions:** A clarification of the contract stating escrow holder's duties.
2. **Privacy Notice:** Notice that all escrows are private and only parties to the escrow or their assigns, such as agents or loan officers, may have knowledge of it.
3. **Document Correction:** Document stating that all parties agree to cooperate to fix any documented mistakes that were not contrary to the contract.
4. **Wire Fraud Advisory:** Advisory to please contact and verify wiring instruction verbally with your escrow officer, and the escrow officer shall do the same when verifying wiring instructions of buyer or seller. This is to prevent fraud, which is on the rise.
5. **Statement of Information:** This document is required by the Title Company to ensure no liens are attached or shall attach to the property
6. **Proceeds Disbursement:** Form includes basic contact information current and post close as well as how the seller(s) would like their proceeds distributed (mail, fedex, wire, etc).
7. **FTB CA Tax Forms:** Documents required to be completed and collected by the State of California on sales of property over \$100,000.00.
8. **1099 Tax Forms:** Forms required to be completed and collected on behalf of the IRS.
9. **Grant Deed:** MUST BE NOTARIZED. Legal document that once recorded will transfer property from Seller(s) to the Buyer(s). Grant Deed is held by escrow holder until all conditions of the escrow are met.
10. **Loan Payoff Information:** This form is for information regarding any loans against the property so that demands can be ordered.