

A man and a woman are sitting closely together on a light-colored sofa. The woman is holding a white mug and both are looking at a newspaper held by the man. They are in a bright, airy room with white vertical blinds in the background.

**REALTY  
EXECUTIVES**

## Home Seller's Guide

to the Title &  
Escrow Process  
in Arizona



*First American Title™*

**Realty Executives** agents are real estate experts. They have the education and expertise you need to navigate through the process of buying or selling a home. From listing at the right price to making the best offer, our Executives have witnessed the best - and most regrettable - decisions homeowners and homebuyers can make. Every day, they are immersed in every aspect of real estate that includes comparable home price analysis, property surveys, credit reports, open houses, HOA agreements, lenders, title companies, homeowners' insurance, walk-throughs, terms of sale or purchase, repairs, concessions and closing documents. Let our accomplished Executives help navigate you through the process of buying or selling a home.

Each office independently owned and operated.



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## Quick Reference



Your Escrow Number	
Your New Address	
City/State/Zip	

### Real Estate Agent

Name		Email	
Assistant		Email	
Company		Phone	
Address		Fax	

### First American Title

Escrow Officer		Email	
Escrow Assistant		Email	
Address		Phone	
City/State/Zip		Fax	

### Insurance

Previous Company		Phone	
Previous Agent		Policy No.	
New Company		Phone	
New Agent		Policy No.	
Home Warranty Company		Policy No.	

### Utilities and Services

**Southwest Gas**  
1.877.860.6020  
[www.swgas.com](http://www.swgas.com)

**Cox**  
602.277.1000  
[www.cox.com](http://www.cox.com)

**Direct TV**  
1.888.777.2454  
[www.directv.com](http://www.directv.com)

**Dish Network**  
1.800.823.4929  
[www.dishnetwork.com](http://www.dishnetwork.com)

**CenturyLink**  
800.366.8201  
[www.centurylink.com](http://www.centurylink.com)

**AT&T**  
1.800.222.0300  
[www.att.com](http://www.att.com)

**Verizon**  
1.877.300.4498  
[www.connecttoverizon.com](http://www.connecttoverizon.com)

**Salt River Project**  
602.236.8888  
[www.srpnet.com](http://www.srpnet.com)

**APS**  
602.371.7171  
[www.aps.com](http://www.aps.com)



# Count on **First American Title**

**Welcome** to the home-selling process. Throughout this process, you can count on First American Title to guide you smoothly through your transaction and provide expert answers to your questions. **We are happy to serve you.**



## Count On Us For Service

First American Title's professionals are proud to provide the title insurance that assures people's home ownership. Backed by First American Title Insurance Company, your transaction will be expertly completed in accordance with state-specific underwriting standards and state and federal regulatory requirements.

## Count On Us For Stability

First American Title is the principal subsidiary of First American Financial Corporation, and one of the largest suppliers of title insurance services in the nation. With roots dating back to 1889, we've served families for generations.

## Count On Us For Convenience

First American Title has a direct office or agent near you, offering convenient locations throughout Arizona. We also have an extensive network of offices and agents throughout the United States, and internationally.

## Count On Us To Meet Your Needs

First American Financial Corporation offers more than title insurance and escrow services through its subsidiaries. Our subsidiaries also provide property data, title plant records and images, home warranties, property and casualty insurance, and banking, trust and advisory services.



# Benefits of using a Professional REALTOR®

Before you make the decision to try to sell your home alone, consider the benefits a REALTOR® can provide that you may not be aware of.

A REALTOR®:

- › Understands market conditions and has access to information not available to the average homeowner.
- › Can advertise effectively for the best results.
- › Knows how to price your home realistically, to give you the highest price possible within your time frame.
- › Is experienced in creating demand for homes and how to show them to advantage.
- › Knows how to screen potential buyers and eliminate those who can't qualify or are looking for bargain-basement prices.
- › Knows how to go toe-to-toe in negotiations.
- › Is always "on-call," answering the phone at all hours, and showing homes evenings and weekends.
- › Can remain objective when presenting offers and counter-offers on your behalf.
- › Maintains errors-and-omissions insurance.
- › Will listen to your needs, respect your opinions and allow you to make your own decisions.
- › Can help protect your rights, particularly important with the increasingly complicated real estate laws and regulations.
- › Is experienced with resolving problems to facilitate a successful closing on your home.

Only you can determine whether you should attempt to sell your home—probably your largest investment—all alone. Talk with a REALTOR® before you decide. You may find working with a professional is a lot less expensive and much more beneficial than you ever imagined!

## FOR SALE BY OWNER

Many people believe they can save a considerable amount of money by selling their homes themselves. It may seem like a good idea at the time, but while you may be willing to take on the task, are you qualified? The following are some questions to help you realistically assess what's involved.

### Do you...

- have the knowledge, patience, and sales skills needed to sell your home?
- know how to determine your home's current market value?
- know how to determine whether or not a buyer can qualify for a loan?
- understand the steps of an escrow and what's required of you and the buyer?
- need to hire a real estate attorney? If so, do you know what the cost will be and how much liability they will assume in the transaction?
- know how to advertise effectively and what the costs will be?
- understand the various types of loans buyers may choose and the advantages and disadvantages for the seller?
- have arrangements with an escrow and title company, home warranty company, pest-control service and lender to assist you with the transaction?

### Are you...

- aware of conditions in the marketplace today that affect value and length of time to sell?
- concerned about having strangers walking through your home?
- familiar enough with real estate regulations to prepare a binding sales contract? Counter-offers?
- aware that every time you leave your home, you are taking it off the market until you return?
- aware that prospective buyers and bargain hunters will expect you to lower your cost because there's no REALTOR® involved?
- prepared to give up your evenings and weekends to show your home to potential buyers and "just-looking" time wasters?





# Key Professionals Involved in Your Transaction

## **REALTOR®**

A REALTOR® is a licensed real estate agent and a member of the National Association of REALTORS®, a real estate trade association. REALTORS® also belong to their state and local Association of REALTORS®.

## **REAL ESTATE AGENT**

A real estate agent is licensed by the state to represent parties in the transfer of property. Every REALTOR® is a real estate agent, but not every real estate agent has the professional designation of a REALTOR®.

## **LISTING AGENT**

A key role of the listing agent or broker is to form a legal relationship with the homeowner to sell the property and place the property in the Multiple Listing Service.

## **BUYER'S AGENT**

A key role of the buyer's agent or broker is to work with the buyer to locate a suitable property and negotiate a successful home purchase.

## **MULTIPLE LISTING SERVICE (MLS)**

The MLS is a database of properties listed for sale by REALTORS® who are members of the local Association of REALTORS®. Information on an MLS property is available to thousands of REALTORS®.

## **TITLE COMPANY**

These are the people who carry out the title search and examination, work with you to eliminate the title exceptions you are not willing to take subject to, and provide the policy of title insurance regarding title to the real property.

## **ESCROW OFFICER**

An escrow officer leads the facilitation of your escrow, including escrow instructions preparation, document preparation, funds disbursement, and more.



# PREPARING YOUR HOME FOR SALE

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First impressions have a major impact on potential buyers. Try to imagine what potential buyers will see when they approach your house for the first time and walk through each room. Ask your REALTOR® for advice; they know the marketplace and what helps a home sell. Here are some tips to present your home in a positive manner:

- ☐ Mow and edge the lawn regularly, and trim the shrubs.
- ☐ Make your entry inviting: Paint your front door and buy a new front door mat.
- ☐ Paint or replace the mailbox, if needed.
- ☐ If screens or windows are damaged, replace or repair them.
- ☐ Repair or replace worn shutters and other exterior trim.
- ☐ Make sure the front steps are clear and hazard-free. Make sure the doorbell works properly and has a pleasant sound.
- ☐ Ensure that all exterior lights are working.
- ☐ Check stucco walls for cracks and discoloration.
- ☐ Remove any oil and rust stains from the driveway and garage.
- ☐ Clean and organize the garage, and ensure the door is in good working order.
- ☐ Shampoo carpeting or replace if worn. Clean tile floors, particularly the caulking.
- ☐ Brighten the appearance inside by painting walls, cleaning windows and window coverings, and removing sunscreens.
- ☐ Repair leaky faucets and caulking in bathtubs and showers.
- ☐ Repair or replace loose knobs on doors and cabinets. If doors stick or squeak, fix them.
- ☐ Make sure toilet seats look new and are firmly attached.
- ☐ Repair or replace loud ventilating fans.
- ☐ Replace worn shower curtains.
- ☐ Rearrange furniture to make rooms appear larger. If possible, remove and/or store excess furniture, and avoid extension cords in plain view.
- ☐ Remove clutter throughout the house. Organize and clean out closets.
- ☐ Clean household appliances and make sure they work properly.
- ☐ Air conditioners/heaters, evaporative coolers, hot water heater should be clean, working and inspected if necessary. Replace filters.
- ☐ Check the pool and/or spa equipment and pumps. Make sure all are working properly and that the pool and/or spa are kept clean.
- ☐ Inspect fences, gates and latches. Repair or replace as needed.



# Staging your home for Show

To make the best impression, keep your home clean, neat, uncluttered and in good repair. Please review this list prior to each showing:

- ☐ Keep everything clean. A messy or dirty home will cause prospective buyers to notice every flaw.
- ☐ Clear all clutter from counter tops.
- ☐ Let the light in. Raise shades, open blinds, pull back the curtains and turn on the lights.
- ☐ Get rid of odors such as tobacco, pets, cooking, etc., but don't overdo air fresheners or potpourri. Fresh baked bread and cinnamon can make a positive impact.
- ☐ Send pets away or secure them away from the house, and be sure to clean up after them.
- ☐ Close the windows to eliminate street noise.
- ☐ If possible you, your pets, and your children should be gone while your home is being shown.
- ☐ Clean trash cans and put them out of sight.
- ☐ If you must be present while your home is shown, keep noise down. Turn off the TV and radio. Soft, instrumental music is fine, but avoid vocals.
- ☐ Keep the garage door closed and the driveway clear. Park autos and campers away from your home during showings
- ☐ Hang clean attractive guest towels in the bathrooms.
- ☐ Check that sink and tub are scrubbed and unstained.
- ☐ Make beds with attractive spreads.
- ☐ Stash or throw out newspapers, magazines, junk mail.











# Terms You Should Know

## Appraisal

An estimate of value of property resulting from analysis of facts about the property; an opinion of value.

## Annual Percentage Rate (APR)

The borrower's costs of the loan term expressed as a rate. This is not their interest rate.

## Beneficiary

The recipient of benefits, often from a deed of trust; usually the lender.

## Closing Disclosure (CD)

Closing Disclosure form designed to provide disclosures that will be helpful to borrowers in understanding all of the costs of the transaction. This form will be given to the consumer three (3) business days before closing.

## Close of Escrow

Generally the date the buyer becomes the legal owner and title insurance becomes effective.

## Comparable Sales

Sales that have similar characteristics as the subject real property, used for analysis in the appraisal. Commonly called "comps."

## Consummation

Occurs when the borrower becomes contractually obligated to the creditor on the loan, not, for example, when the borrower becomes contractually obligated to a seller on a real estate transaction. The point in time when a borrower becomes contractually obligated to the creditor on the loan depends on applicable State law. Consummation is not the same as close of escrow or settlement.

## Deed of Trust

An instrument used in many states in place of a mortgage.

## Deed Restrictions

Limitations in the deed to a parcel of real property that dictate certain uses that may or may not be made of the real property.

## Disbursement Date

The date the amounts are to be disbursed to a buyer and seller in a purchase transaction or the date funds are to be paid to the borrower or a third party in a transaction that is not a purchase transaction.

## Earnest Money Deposit

Down payment made by a purchaser of real property as evidence of good faith; a deposit or partial payment.

## Easement

A right, privilege or interest limited to a specific purpose that one party has in the land of another.

## Endorsement

As to a title insurance policy, a rider or attachment forming a part of the insurance policy expanding or limiting coverage.

## Hazard Insurance

Real estate insurance protecting against fire, some natural causes, vandalism, etc., depending upon the policy. Buyer often adds liability insurance and extended coverage for personal property.

## Impounds

A trust type of account established by lenders for the accumulation of borrower's funds to meet periodic payments of taxes, mortgage insurance premiums and/or future insurance policy premiums, required to protect their security.

## Legal Description

A description of land recognized by law, based on government surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.

## Lien

A form of encumbrance that usually makes a specific parcel of real property the security for the payment of a debt or discharge of an obligation. For example, judgments, taxes, mortgages, deeds of trust.

## Loan Estimate (LE)

Form designed to provide disclosures that will be helpful to borrowers in understanding the key features, costs and risks of the mortgage loan for which they are applying. Initial disclosure to be given to the borrower three (3) business days after application.

## Mortgage

The instrument by which real property is pledged as security for repayment of a loan.

## PITI

A payment that includes Principal, Interest, Taxes, and Insurance.

## Power of Attorney

A written instrument whereby a principal gives authority to an agent. The agent acting under such a grant is sometimes called an "Attorney-in-Fact."

## Recording

Filing documents affecting real property with the appropriate government agency as a matter of public record.

## Settlement statement

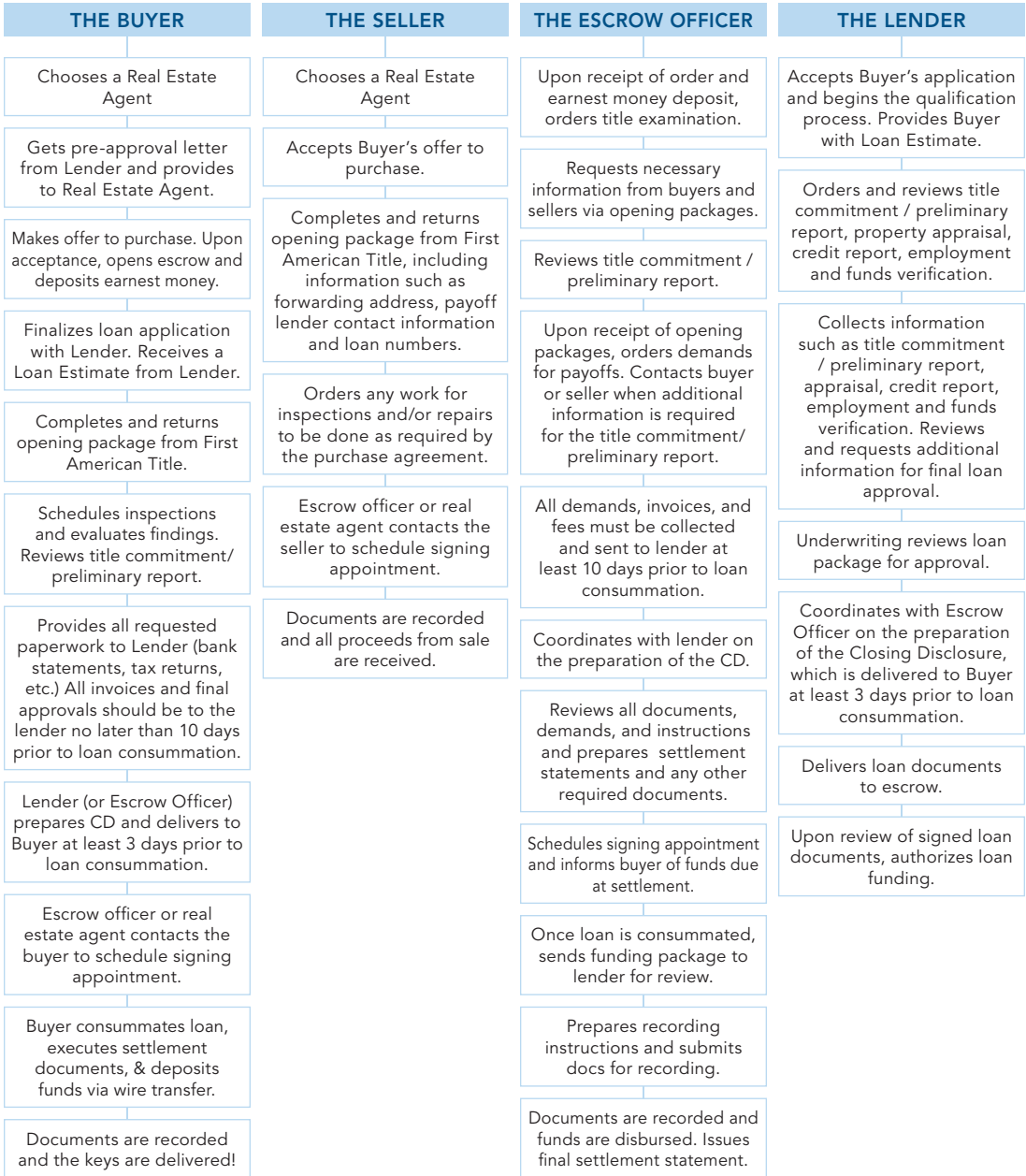
Provides a complete breakdown of costs involved in a real estate transaction.

## TRID

TILA-RESPA Integrated Disclosures



# The Life Of An Escrow





# Closing Costs: Who Pays What

THIS CHART INDICATES WHO CUSTOMARILY PAYS WHAT COSTS		CASH	FHA	VA	CONV
1.	Downpayment	BUYER	BUYER	BUYER	BUYER
2.	Termite (Wood Infestation) Inspection <i>(negotiable except on VA)</i>			SELLER	
3.	Property Inspection <i>(if requested by buyer)</i>	BUYER	BUYER	BUYER	BUYER
4.	Property Repairs, if any <i>(negotiable)</i>	SELLER	SELLER	SELLER	SELLER
5.	New Loan Origination Fee <i>(negotiable)</i>		BUYER	BUYER	BUYER
6.	Discount Points <i>(negotiable)</i>		BUYER	BUYER	BUYER
7.	Credit Report		BUYER	BUYER	BUYER
8.	Appraisal or Extension Fee <i>(negotiable)</i>		BUYER	BUYER	BUYER
9.	Existing Loan Payoff	SELLER	SELLER	SELLER	SELLER
10.	Existing Loan Payoff Demand	SELLER	SELLER	SELLER	SELLER
11.	Loan Prepayment Penalty <i>(if any)</i>	SELLER	SELLER	SELLER	SELLER
12.	Next Month's PITI Payment		BUYER	BUYER	BUYER
13.	Prepaid Interest <i>(approx. 30 days)</i>		BUYER	BUYER	BUYER
14.	Reserve Account Balance <i>(Credit seller / Charge buyer)</i>		PRORATE	PRORATE	PRORATE
15.	FHA MIP, VA Funding Fee, PMI Premium		BUYER	BUYER	BUYER
16.	Assessments payoff or proration <i>(sewer, paving, etc.)</i>	SELLER			
17.	Taxes	PRORATE	PRORATE	PRORATE	PRORATE
18.	Tax Impounds		BUYER	BUYER	BUYER
19.	Tax Service Contract		SELLER	SELLER	BUYER
20.	Fire/Hazard Insurance	BUYER	BUYER	BUYER	BUYER
21.	Flood Insurance		BUYER	BUYER	BUYER
22.	Homeowners Association (HOA) Transfer Fee	BUYER or SELLER	BUYER or SELLER	BUYER or SELLER	BUYER or SELLER
23.	HOA/Disclosure Fee	SELLER	SELLER	SELLER	SELLER
24.	Current HOA Payment	PRORATE	PRORATE	PRORATE	PRORATE
25.	Next Month's HOA Payment	BUYER	BUYER	BUYER	BUYER
26.	Home Warranty Premium <i>(negotiable)</i>	BUYER or SELLER	BUYER or SELLER	BUYER or SELLER	BUYER or SELLER
27.	REALTORS® Commissions	SELLER	SELLER	SELLER	SELLER
28.	EAGLE Homeowners Title Policy	SELLER	SELLER	SELLER	SELLER
29.	Lenders Title Policy and Endorsements		BUYER	BUYER	BUYER
30.	Escrow Fee <i>(NOTE: Charge seller on VA Loan)</i>	SPLIT	SPLIT	SELLER	SPLIT
31.	Recording Fees <i>(Flat rate)</i>	SPLIT	SPLIT	SPLIT	SPLIT
32.	Reconveyance/Satisfaction Fee	SELLER	SELLER	SELLER	SPLIT
33.	Courier/Express Mail Fees	SPLIT	SPLIT	SELLER	SPLIT

**Note:** Prorated items will appear on Closing Statement as charges for one and credits for the other.

# The Escrow Process

## WHAT IS AN ESCROW?

The escrow is the process of having a neutral party manage the exchange of money for real property. The escrow holder is known as an escrow or settlement officer or agent. The buyer deposits funds and the seller deposits a deed with the escrow holder along with all of the other documents required to remove all "contingencies" (conditions and approvals) in the purchase agreement prior to closing.

## HOW IS AN ESCROW OPENED?

Once a purchase agreement is signed by all necessary parties, the agent representing the party who will pay the fee selects an escrow holder and the buyer's earnest money deposit and contract are submitted to the escrow holder. From this point, the escrow holder will follow the mutual written instructions of the buyer and seller, maintaining a neutral stance to ensure that neither party has an unfair advantage over the other. The escrow holder also follows the instructions of the Buyer's new lender, the seller's existing lender, and both parties' agents. The escrow holder ensures the transparency of the transaction, while carefully maintaining the privacy of the consumers.







## Your Escrow Professional May:



- Open escrow and deposit good faith funds into an escrow account
- Conduct a title search to determine the ownership and title status of the real property
- Review the title commitment and begin the process of working with you and the title officer to eliminate the title exceptions the buyer and the buyer's new lender are not willing to take subject to. This includes ordering a payoff demand from your existing lender.
- Coordinate with the buyer's lender on the preparation of the Closing Disclosure (CD)
- Prorate fees, such as real property taxes, per the contract and prepare the settlement statement
- Set separate appointments allowing the buyer and seller to sign documents and deposit funds
- Review documents and ensure all conditions are fulfilled and certain legal requirements are met
- Request funds from buyer and buyer's new lender
- When all funds are deposited and conditions met, record documents with the County Recorder to transfer the real property to the buyer
- After recording is confirmed, close escrow and disburse funds, including proceeds, loan payoffs, tax payments, and more
- Prepare and send final documents to all parties





# Understanding **Title Insurance** The Title Industry & Title Insurance in Brief

Prior to the development of the title industry in the late 1800s, a home-buyer received a grantor's warranty, attorney's title opinion, or abstractor's certificate as assurance of home ownership. The buyer relied on the financial integrity of the grantor, attorney, or abstractor for protection. Today, home-buyers look primarily to title insurance to provide this protection. Title insurance companies are regulated by state statute. They are required to post financial guarantees to ensure that any claims will be paid in a timely fashion. They also must maintain their own "title plants" which house duplicates of recorded deeds, mortgages, plats, and other pertinent county property records.

## WHAT IS TITLE INSURANCE?

Title insurance provides coverage for certain losses due to defects in the title that, for the most part, occurred prior to your ownership. Title insurance protects against defects such as prior fraud or forgery that might go undetected until after closing and possibly jeopardize your ownership and investment.

## WHY IS TITLE INSURANCE NEEDED?

Title insurance insures buyers against the risk that they did not acquire marketable title from the seller. It is primarily designed to reduce risk or loss caused by defects in title from the past. A loan policy of title insurance protects the interest of the mortgage lender, while an owner's policy protects the equity of you, the buyer, for as long as you or your heirs (in certain policies) own the real property.

## WHEN IS THE PREMIUM DUE?

You pay for your owner's title insurance policy only once, at the close of escrow. Who pays for the owner's policy and loan policy varies depending on local customs.

Compare First American's Eagle Owner's Policy		EAGLE	ALTA Standard or CLTA
<b>Protection from:</b>			
1	Someone else owns an interest in your title	✓	✓
2	A document is not properly signed	✓	✓
3	Forgery, fraud, duress in the chain of title	✓	✓
4	Defective recording of any document	✓	✓
5	There are restrictive covenants	✓	✓
6	There is a lien on your title because there is:		
	a) a deed of trust	✓	✓
	b) a judgement, tax, or special assessment	✓	✓
	c) a charge by a homeowner's association	✓	✓
7	Title is unmarketable	✓	✓
8	Mechanics lien	✓	
9	Forced removal of a structure because it:		
	a) extends on another property and/or easement	✓	
	b) violates a restriction in Schedule B	✓	
	c) violates an existing zoning law*	✓	
10	Cannot use the land for a Single-Family Residence because the use violates a restriction in Schedule B or a zoning ordinance	✓	
11	Unrecorded lien by a homeowners association	✓	
12	Unrecorded easements	✓	
13	Building permit violations*	✓	
14	Restrictive covenant violations	✓	
15	Post-policy forgery	✓	
16	Post-policy encroachment	✓	
17	Post-policy damage from extraction of minerals or water	✓	
18	Lack of vehicular and pedestrian access	✓	
19	Map not consistent with legal description	✓	
20	Post-policy adverse possession	✓	

Compare First American's Eagle Owner's Policy		EAGLE	ALTA Standard or CLTA
21	Post-policy prescriptive easement	✓	
22	Covenant violation resulting in your title reverting to a previous owner	✓	
23	Violation of building setback regulations	✓	
24	Discriminatory covenants	✓	
<b>Other benefits:</b>			
25	Pays rent for substitute land or facilities	✓	
26	Rights under unrecorded leases	✓	
27	Plain language statements of policy coverage and restrictions	✓	
28	Compliance with Subdivision Map Act	✓	
29	Coverage for boundary wall or fence encroachment*	✓	
30	Added ownership coverage leads to enhanced marketability	✓	
31	Insurance coverage for a lifetime	✓	
32	Post-policy inflation coverage with automatic increase in value up to 150% over five years	✓	
33	Post-policy Living Trust coverage	✓	
* Deductible and maximum limits apply. Not available to investors on 1- to 4-unit residential properties. Coverage may vary based on an individual policy.			

As with any insurance contract, the insuring provisions express the coverage afforded by the title insurance policy and there are exceptions, exclusions and conditions to coverage that limit or narrow the coverage afforded by the policy. Also, some coverage may not be available in a particular area or transaction due to legal, regulatory, or underwriting considerations. Please contact a First American representative for further information. The services described above are typical basic services. The services provided to you may be different due to the specifics of your transaction or the location of the real property involved.



# Consider This

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One escrow transaction could involve more than 20 individuals, including real estate agents, buyers, sellers, attorneys, escrow officer, escrow technician, title officer, loan officer, loan processor, loan underwriter, home inspector, termite inspector, insurance agent, home warranty representative, contractor, roofer, plumber, pool service, and so on. And often, one transaction depends on another.

When you consider the number of people involved, you can imagine the opportunities for delays and mishaps. Your experienced escrow team can't prevent unforeseen problems from arising; however, they can help smooth out the process.







# Closing Your Escrow

## THE CLOSING DISCLOSURE

Once the loan is approved and all invoices and paperwork have been provided, the lender and escrow officer will collaborate on the preparation of the Closing Disclosure (CD). In order to close on time, all paperwork and invoices should be submitted at least 10 days prior to the expected close of escrow date. The borrower must receive the CD at least three days\* prior to consummation of the loan (typically the signing date). The escrow officer will also prepare an estimated settlement statement and inform the buyer of the balance of the down payment and closing costs needed to close escrow.

*\*For purposes of the Closing Disclosure "business day" is defined as every day except Sundays and Federal legal holidays.*

## THE CLOSING OR SIGNING APPOINTMENT

The escrow holder will contact you or your agent to schedule a closing or signing appointment. In some states, this is the "close of escrow." In some others, the close of escrow is either the day the documents record or that funds are disbursed. Ask your escrow holder if you would like clarification about your state's laws.

You will have a chance to review the settlement statement and supporting documentation. This is your opportunity to ask questions and clarify terms. You should review the settlement statement carefully and report discrepancies to the escrow officer. This includes any payments that may have been missed. You are responsible for all charges incurred even if overlooked by the escrow holder, so it's better to bring these to their attention before closing.

The escrow holder is obligated by law to have the designated amount of money before releasing any funds. If you have questions or foresee a problem, let your escrow holder know immediately.

## DON'T FORGET YOUR IDENTIFICATION

You will need valid identification with your photo I.D. on it when you sign documents that need to be notarized (such as a deed). A driver's license is preferred. You will also be asked to provide your social security number for tax reporting purposes, and a forwarding address.

## WHAT HAPPENS NEXT?

If the buyer is obtaining a new loan, the buyer's signed loan documents will be returned to the lender for review. The escrow holder will ensure that all contract conditions have been met and will ask the lender to "fund the loan." If the loan documents are satisfactory, the lender will send funds directly to the escrow holder. When the loan funds are received, the escrow holder will verify that all necessary funds are in. Escrow funds will be disbursed to the seller and other appropriate payees. Then, the REALTOR® will present the keys to the property to the buyer.

# Planning your move

## SIX WEEKS BEFORE:

- ☐ **Create an inventory sheet of items to move.**
- ☐ **Research moving options.** You'll need to decide if yours is a do-it-yourself move or if you'll be using a moving company.
- ☐ **Request moving quotes.** Solicit moving quotes from as many moving companies and movers as possible. There can be a large difference between rates and services within moving companies.
- ☐ **Discard unnecessary items.** Moving is a great time for ridding yourself of unnecessary items. Have a yard sale or donate unnecessary items to charity.
- ☐ **Packing materials.** Gather moving boxes and packing materials for your move.
- ☐ **Contact insurance companies.** (Life, Health, Fire, Auto) You'll need to contact your insurance agent to cancel/transfer your insurance policy. Do not cancel your insurance policy until you have and closed escrow on the sale.
- ☐ **Seek employer benefits.** If your move is work-related, your employer may provide funding for moving expenses. Your human resources rep should have information on this policy.
- ☐ **Changing Schools.** If changing schools, contact new school for registration process.

## FOUR WEEKS BEFORE:

- ☐ **Contact utility companies.** Set utility turnoff date, seek refunds and deposits and notify them of your new address.
- ☐ **Obtain your medical records.** Contact your doctors, physicians, dentists and other medical specialists who may currently be retaining any of your family's medical records. Obtain these records or make plans for them to be delivered to your new medical facilities.
- ☐ **Note food inventory levels.** Check your cupboards, refrigerator and freezer to use up as much of your perishable food as possible.
- ☐ **Service small engines** for your move by extracting gas and oil from the machines. This will reduce the chance to catch fire during your move.
- ☐ **Protect jewelry and valuables.** Transfer jewelry and valuables to safety deposit box so they can not be lost or stolen during your move.
- ☐ **Borrowed and rented items.** Return items which you may have borrowed or rented. Collect items borrowed to others.

## ONE WEEK BEFORE:

- ☐ **Plan your itinerary.** Make plans to spend the entire day at the house or at least until the movers are on their way. Someone will need to be around to make decisions. Make plans for kids and pets to be at the sitters for the day.
- ☐ **Change of address.** Visit USPS for change of address form.
- ☐ **Bank accounts.** Notify bank of address change. Make sure to have a money order for paying the moving company if you are transferring or closing accounts.
- ☐ **Service automobiles.** If automobiles will be driven long distances, you'll want to have them serviced for a trouble-free drive.
- ☐ **Cancel services.** Notify any remaining service providers (newspapers, lawn services, etc) of your move.
- ☐ **Start packing.** Begin packing for your new location.
- ☐ **Travel items.** Set aside items you'll need while traveling and those needed until your new home is established. Make sure these are not packed in the moving truck!
- ☐ **Scan your furniture.** Check furniture for scratches and dents before so you can compare notes with your mover on moving day.
- ☐ **Prepare Floor Plan.** Prepare floor plan for your new home. This will help avoid confusion for you and your movers.

## MOVING DAY:

- ☐ **Review the house.** Once the house is empty, check the entire house (closets, the attic, basement, etc) to ensure no items are left or no home issues exist.
- ☐ **Sign the bill of lading.** Once you're satisfied with the mover's packing your items into the truck, sign the bill of lading. If possible, accompany your mover while the moving truck is being weighed.
- ☐ **Double check with your mover.** Make sure your mover has the new address and your contact information should they have any questions during your move.
- ☐ **Vacate your home.** Make sure utilities are off, doors and windows are locked and notify your real estate agent you've left the property.



# Metro Phoenix

First American Title Branch Locator



## 1 SUN CITY WEST

623.299.3644 | Fax 877.858.8099  
13940 W. Meeker Blvd, #119  
Sun City West, AZ 85375  
N of Meeker Blvd/W of R.H. Johnson

## 2 SUN CITY

623.972.2194 | Fax 866.764.4707  
10922 W. Bell Rd  
Sun City, AZ 85351  
NW corner Bell/Del Webb, Bell  
Camino Center

## 3 GOODYEAR

623.936.8001 | Fax 866.764.4706  
1626 N. Litchfield Rd. Suite #170  
Goodyear, AZ 85395  
NW corner of McDowell & Litchfield

## 4 ARROWHEAD

623.487.0404 | Fax 866.764.4703  
16165 N. 83rd Ave, #100  
Peoria, AZ 85382  
S of Bell/E side of 83rd Ave

## 5 THE LEGENDS

623.537.1608 | Fax 888.279.8559  
20241 N. 67th Ave, #A-2  
Glendale, AZ 85308  
E side 67th Ave/N of 101

## 6 ANTHEM

623.551.3265 | Fax 866.764.4708  
39508 N. Daisy Mountain Dr, #128  
Anthem, AZ 85086  
NE corner Daisy Mtn Dr/  
Gavilan Peak Pkwy

## 7 PHOENIX CAMELBACK

602.954.3644 | Fax 866.874.1067  
2201 E. Camelback Rd, #120B  
Phoenix, AZ 85016  
SE corner of Camelback/22nd Street

## 8 DESERT RIDGE

480.515.4369 | Fax 866.303.1392  
20860 N. Tatum Blvd, #100  
Phoenix, AZ 85050  
NW corner of Tatum/Loop 101

## 9 CAREFREE

480.575.6609 | Fax 877.331.2252  
7202 E. Carefree Dr, Bldg 1, #1  
Carefree, AZ 85377  
NE corner of Tom Darlington/  
Carefree Dr.

## 10 KIERLAND COMMONS

480.948.6488 | Fax 866.895.7958  
14624 N. Scottsdale Rd, #150  
Scottsdale, AZ 85254  
W of Scottsdale Road,  
S side of Greenway

## 11 SCOTTSDALE FORUM

480.551.0480 | Fax 866.874.1064  
6263 N. Scottsdale Rd, #110  
Scottsdale, AZ 85250  
E Side Scottsdale/S of Lincoln

## 12 DC CROSSING

480.563.9034 | Fax 866.314.2283  
18291 N. Pima Rd, #145  
Scottsdale, AZ 85255  
SE corner of Pima/Legacy

## 13 FOUNTAIN HILLS

480.816.1471 | Fax 866.314.2309  
13212 N. Saguardo Blvd, #120  
Fountain Hills, AZ 85268  
S side Palisades/W of Saguardo

## 14 AHWATUKEE

480.753.4424 | Fax 888.279.8546  
4435 E. Chandler Blvd, #100  
Phoenix, AZ 85048  
SW corner Chandler/45th St.

## 15 TEMPE LAKESHORE

480.777.0051 | Fax 866.417.0638  
4500 S. Lakeshore Dr, #130  
Tempe, AZ 85282  
SE Corner Rural Rd./Lakeshore Dr.

## 16 GILBERT SAN TAN

480.777.0614 | Fax 888.279.8548  
1528 E. Williams Field Rd. #101  
Gilbert, AZ 85295  
NW corner of Williams Field Rd./  
Val Vista Rd.

## 17 MESA

480.833.5301 | Fax 888.279.8550  
3048 E. Baseline Rd, #101  
Mesa, AZ 85204  
N side Baseline/W of Val Vista

## 18 RED MOUNTAIN

480.534.3599 | Fax 888.889.7245  
1135 E. Recker Rd, #103  
Mesa, AZ 85205  
SE corner of Recker & Brown

## 19 GOLD CANYON

480.288.0883 | Fax 866.841.8917  
6877 South Kings Ranch Rd, #5  
Gold Canyon, AZ 85118  
E of 60/  
South Side Kings Ranch Rd.



## About Realty Executives

Realty Executives agents are real estate experts. They have the education and expertise you need to navigate through the process of buying or selling a home. From listing at the right price to making the best offer, our Executives have witnessed the best - and most regrettable - decisions homeowners and homebuyers can make. Every day, they are immersed in every aspect of real estate that includes comparable home price analysis, property surveys, credit reports, open houses, HOA agreements, lenders, title companies, homeowners' insurance, walk-throughs, terms of sale or purchase, repairs, concessions and closing documents. Let our accomplished Executives help navigate you through the process of buying or selling a home.

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