

# ESCROW

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Once an acceptable offer has been negotiated with the buyer, here is an overview of the necessary steps to consummate the transaction:

- ❑ Continue to market the property for any back-up offers that would be negotiated for your benefit.
- ❑ Create a time line of the contingency dates that must be met by both buyer and seller to help ensure an efficient transfer of title.
- ❑ Coordinate and attend all buyer inspections and investigations of your property with advanced notice to you to minimize inconvenience.
- ❑ Assist you in the process of completing all required Federal and State mandated disclosure forms.
- ❑ Coordinate scheduling of the termite report and all required water conservation and impact-hazard glazing certificates.
- ❑ Protect your interests regarding all subsequent negotiations that may arise as a result of any Inspections performed on your property.
- ❑ Act on your behalf as the liaison to the Escrow and Title companies to communicate your wishes during the entire period that the property is under contract.
- ❑ Meet and provide the appraiser with any and all pertinent information that confirms the value of your property to facilitate the loan process.
- ❑ Monitor every contingency to make sure that the process of transferring title is proceeding on course.
- ❑ Keep you abreast of all status reports pertaining to the sale of your home.
- ❑ Assist in solving any problems that may arise during the process.
- ❑ Assist you with the logistics of moving at the close of escrow so that the end result is a pleasant and rewarding experience for all involved.



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