BUYER ESCROW CHECKLIST

Buyer(s):

Phone/Fax:

Email:

Agent:

Property Address:

**Task**

* Fax Contract to Buyer(s)
* Fax Contract to Lender
* Verify Property ID with Buyer(s)
* Verify Property ID with Lender
* Turn in new sale to PHRE
* Send check to Title Company
* Notified Buyer of EM deposit
* Fax/Email Pest Report to Buyer(s)
* Fax/Email Pest Report to Lender
* Fax/Email ***Clear*** Pest Report to Buyer(s)
* Fax/Email ***Clear*** Pest Report to Lender
* Verify Preliminary Report with Buyer(s)
* Verify Preliminary Report with Lender