



RESORT PROPERTIES  
OF THE PACIFIC

Agent: \_\_\_\_\_

Client: \_\_\_\_\_

**Escrow Checklist**

Prop Adr: \_\_\_\_\_

MLS#: \_\_\_\_\_

Close Date: \_\_\_\_\_

Office File	Escrow CD	Electronically filed RELAY
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Contract**

**Executed Purchase Contract**

Executed Addenda

Executed Counter Offer

**Copy of Deposit Check or Wire Notification**

Executed Dual Agency agreement

Other \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Inspections**

**Selection of Inspectors**

Home Inspection

Termite Inspection - Clearance

Survey

**Final Walk-through**

Other \_\_\_\_\_

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**Disclosures**

**Seller Disclosure**

RR-105C & Receipt

FIRPTA

HARPTA

Other \_\_\_\_\_

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**Title Documents**

**Preliminary Title**

**Final HUD (s)**

Other \_\_\_\_\_

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**Contingency Release**

**C-51**

HOA, CPR, Subdivision docs

Lease, vacation rental, management agreements

Other \_\_\_\_\_

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**Loan Documents**

Pre-qualification letter

Pre-approval letter

Conditional loan approval

Final loan approval

Appraisal

Other \_\_\_\_\_



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**Property**

**MLS Printout**

CC and R's

Subdivision Documents

CPR documents

Copy of Inventory

Utility connection/disconnection

Other \_\_\_\_\_

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**Escrow**

**Escrow Instructions**

Cooperating Broker Agreement

Request for extension

**Escrow timeline**

Other \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Tax-deferred exchange**

Selection of exchange accommodator

Other \_\_\_\_\_

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**Correspondence**

**Email**

**FAX**

Letters / Documents

Other \_\_\_\_\_