

Escrow Process Breakdown

Date: [Insert Date]

To Whom It May Concern,

We are pleased to provide you with a detailed breakdown of the escrow process for your upcoming transaction.

1. Opening Escrow

Upon mutually accepting the terms of the sale, both parties will select an escrow agent.

2. Initial Deposit

The buyer submits an initial deposit, held in escrow until closing.

3. Instructions to Escrow

Both the buyer and seller provide written instructions to the escrow agent regarding the transaction.

4. Title Search

The escrow agent conducts a title search to ensure the property is free of liens or other encumbrances.

5. Contingencies

Any contingencies outlined in the contract (e.g., inspections, financing) must be satisfied or waived.

6. Closing Disclosure

A closing disclosure is prepared and shared, outlining final fees and financial details.

7. Closing the Escrow

Once all conditions are met, the transaction proceeds to closing, and the funds are distributed.

8. Recording the Deed

The final step involves recording the deed with the appropriate government office.

We hope this breakdown clarifies the escrow process for you. Should you have any questions, feel free to reach out.

Best Regards,
[Your Name]
[Your Position]
[Your Company]