



# Opening Escrow

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## Tips for Your Sellers

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**During the earliest days of the escrow process, there are actions that Sellers can take to ensure the transaction gets off to a smooth start.**

**Here are some simple, effective tips that can really make a difference:**

- When you receive your escrow opening document package, promptly sign and return the forms. View our web tips ([www.heritageescrow.com](http://www.heritageescrow.com)) for more information about the Seller's Opening Packages.
- Tell your escrow officer if you plan to be out of town during the escrow period or if one party will be signing documents using a Power of Attorney.
- Let your escrow officer know if the escrow is part of a 1031 tax-deferred exchange and provide the name of the Qualified Intermediary, if any.
- Be responsive to the requests of your agent, lender and escrow officer. Remember, they are working together to close your escrow smoothly and on time.
- Talk to your escrow officer if you are in the process of divorce, if a spouse has recently died, or if you have specific instructions covering the disbursement of your proceeds, such as a wire transfer.
- Remember to keep the payments on your existing loans current during escrow. See our web tip ([www.heritageescrow.com](http://www.heritageescrow.com)) called Managing Existing Loan Payments During Escrow for in-depth information about this important requirement at. Regarding property taxes, talk to your escrow officer if a payment becomes due during your escrow period. He or she can give you advice about ways to avoid double payments or "holds" on your funds at closing.
- Tell your escrow officer if you are involved in negotiations with your existing lenders (for example, delinquency issues) or legal or estate proceedings which might affect the property, such as a probate sale.
- Be sure inspections or repairs are ordered quickly. Coordinate this process with your agent and plan to make your property readily available for inspectors or appraisers which may be requested by the Buyer or his agent.

**These tips will help you avoid unexpected surprises that can cause a delay in your escrow closing. Your escrow officer is an excellent resource if you have questions or concerns, and you are encouraged to call any time.**

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