

POINTS OF CONTACT

IN THE ESCROW PROCESS



POINT OF CONTACT	REAL ESTATE AGENTS	LENDER	BUYER	SELLER
Introduction Phone Calls	☎		☎	☎
Introduction Emails		✉	✉	✉
Email Earnest Money Receipt	✉	✉	✉	✉
Title Review Email with Title Report Included	✉	✉	✉	✉
Detailed File Review Emails (Throughout Transaction)	✉	✉	✉	✉
Contact Both Real Estate Agents to Verify Purchase Price and Closing Date	☎			
Loan Document Status Emails to Real Estate Agents We relay any updates/correspondence we receive as to loan status including final approval received and eta on loan docs	✉	☎ ✉	✉	✉
Contact Buyers & Sellers to Prepare the Clients for Closing Process			☎ ✉	☎ ✉
Loan Documents Arrive in Escrow - Email Notification to All Parties	✉	✉	✉	✉
Email Estimated HUD for Lender Approval & Agent Review	✉	✉		
Email Approved HUD to Real Estate Agents, Buyer, Seller	✉		✉	✉
Contact Clients to Schedule Signing Appointments			☎	☎
Email Agents & Lender to Notify that Signing Appointments Have Been Scheduled	✉	✉		
Email All Parties Once Lender Funding Authorization is Received	✉	✉	✉	✉
Email All Parties Once Loan Funds are Received and we RELEASE for RECORDING	✉	✉	✉	✉
Call All Parties Once Recording Numbers Are Received	☎	☎	☎	☎
Email All Parties Final Settlement Statements and Recording Numbers	✉	✉	✉	✉

SEATTLE

Ph: 206.720.0114

BELLEVUE

Ph: 425.467.9170

RENTON

Ph: 425.255.7575

KENT

Ph: 253.631.3990

PUYALLUP

Ph: 253.840.2560

FEDERAL WAY

Ph: 253.765.7255

UNIVERSITY PLACE

Ph: 253.460.2921

GIG HARBOR

Ph: 253.858.2999

SNOHOMISH COUNTY

Ph: 877.985.6969

TITLE OFFICE

PH: 425.255.7472

FX: 877.521.9938

Unit1.Renton@TicorTitle.com

CUSTOMER SERVICE

King County:

425.255.6969

Pierce County:

253.383.0055

Snohomish County:

425.586.6964

Customer Service Email

CS.WA@TicorTitle.com

WEBSITES

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www.ticorblog.com



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