

- At the listing appointment, ask your seller if there is a homeowners association involved with the property, if so, is there just one, or two? You would be surprised how many homes are within a "master" and "Sub" association. Also **PREPARE YOUR SELLERS** that there may be {and usually will be) an upfront HOA fee required to be paid to EACH homeowners association. This is usually \$300.00 to \$500 for EACH homeowners association for the property. Also prepare them that the cost for the upfront HOA fee will include a RUSH fee, as it is imperative that the HOA documents are ordered in sufficient time for the buyers to receive and review in order to remove their contingencies.
- Title owned under Trust(s), LLC, Incorporation. If you see that the current ownership is under and "entity" as opposed to individuals, remember that title and escrow will **ALWAYS** need a copy of the supporting documents to be reviewed and approved. Sometimes sellers will keep these important documents in an area other than their residence, so please let them know that they will have to retrieve the original documents to be provided to your escrow holder.
- Title owned as Individuals: If you have more than one seller of the property, **ALWAYS** ask if they are married, single, etc. Based upon their answer, further documentation may need to be provided and/or prepared to successfully close your transaction.
- Always provide your escrow holder with your client contact information at the opening of escrow. This should include clients address, email and phone numbers. Also include your transaction coordinator information if applicable as well as the other agent contact information.
- To stand out above the rest, physically schedule an appointment with your clients at the escrow company to sign their initial paperwork and to "hand them off" to your escrow holder.
- Let your escrow holder know if your clients are senior citizens, military as they may be eligible for an escrow discount on their escrow fees.
- If there is solar on the home, let escrow know if it's owned outright. Escrow will need a copy of the solar contract and solar company information upfront. The transfer of solar cannot happen until seller is current on their payments. Seller will need to contact the solar company and provide them with the buyer(s) information to begin the transfer.

*Oakwood Escrow, Inc., make no express or implied warranty respecting the information presented and assume no responsibility for errors or omission.*