

*Pro Group Inc.*  
*Escrow Division*

## **Escrow Time Line**

### **Traditional Sale**

**Escrow Opens**

**Escrow Instructions Out within 48 hours (from date Escrow provided with fully executed Contract/Counters/Addendums)**

**Deposit into Escrow within 24 hours of Escrow opening (if not Listing Agent advised)**

**Lender Information required within 2-3 days of opening escrow**

**Prelim & CC&Rs (if any) from Title, excepted into escrow within 5-7 working days from Opening Escrow**

**Prelim & CC&Rs Approval out within 24 hours of Receipt**

**Escrow Instructions expected back to escrow within 7 working days from Date sent out**

**Demand(s) and HOA Demand(s) ordered within 24 hours of Information Received**

**Demand(s) received with Prepayment Penalties out to Seller for acknowledgement immediately**

**HOA Document approval out to Buyer immediately upon receipt of same**

**File QA 10 working days prior to the close of escrow**

**Loan/Loan Doc status called for 5 working days prior to the close of escrow**

**When Loan Docs received Buyer/Agents called within a timely manner, normally within a couple hours of receipt**

**Signed Loan Docs returned to Lender immediately by best means determined by escrow officer (Closing of escrow normally occurs 72 hours from this point)**

**Funder called day after return of docs for funding status; Funding Conditions met ASAP and Funded**

**File set up to record for next available recording time (depends greatly on time of day and county); Upon confirmation Agents Advised**

**Closing completed, balanced and checks cut with 24 hours of receipt of wire from title**



*A non-independent broker owned escrow*  
4160 Temescal Canyon Road Suite #510  
Corona, CA 92883

## ***Escrow Fee Sheet Breakdown***

<b><u>Escrow Fee:</u></b> Paid by each Seller and Buyer	<b>\$3.00 per thousand plus a \$295 base</b>
<b><u>Loan Tie In Fee:</u></b> Paid by Buyer(s)	<b>\$295</b>
<b><u>E-Doc Fee:</u></b> Paid by Buyer(s)	<b>\$195</b>
<b><u>Wire Fee:</u></b> Paid by both Parties Flat Fee	<b>\$50 each</b> (covers up to one incoming and one outgoing wire per transaction per each side)
<b><u>Overnight/Mail Fee:</u></b> Paid by Both Parties Flat Fee	<b>\$40 each</b>
<b><u>Lender Docs Overnight Flat Fee:</u></b> Paid by Buyer	<b>\$145.00 (when applicable)</b>
<b><u>Inter-spousal Deed/Power of Attorney</u></b>	<b>\$85 (if drawn by escrow)</b>
<b><u>Grant Deed:</u></b> Paid by Seller(s)	<b>\$75</b>
<b><u>File Storage/Maintenance Fee:</u></b> Paid by Both Parties	<b>\$60 each</b>
<b><u>HOA Demand Fee:</u></b> Paid By Seller(s)	<b>\$95 (when applicable)</b>
<b><u>Payoff Fee:</u></b> Paid by Seller(s)	<b>\$90 (when applicable)</b> covers 1 <sup>st</sup> Mortgage Lender
<b><u>Add'l Payoffs and/or Liens:</u></b> Paid by Seller	<b>\$45 per demand</b>
<b><u>New Lender required payoff(s):</u></b> Paid by Buyer	<b>\$20 per check issued (when applicable)</b>
<b><u>Substitution of Trustee and Full Reconveyance:</u></b>	<b>\$125 (if drawn by escrow)</b>

**Effective on all escrows opened after 12/31/2023**

## Natural Hazard Reports

**Pro Group Inc., Escrow Division will in fact accommodate you by ordering your Natural Hazards report as indicated on the Residential Purchase Agreement & Joint Escrow Instructions.**

**Pro Group, Inc. Escrow Division will send your Natural Hazards Report and signature page(s) with original escrow instructions, normally within 48 hours of opening escrow, to the Buyer, Seller, and both Agents.**

**The one important thing that you MUST remember is that Pro Group Escrow can not be responsible for the collection of signatures for these reports. The Natural Hazards Report is a Real Estate Disclosure Document.**

**If you have any questions please do not hesitate to contact Pro Group Escrow or your Team Leader**

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*Escrow Division*

TAKE SHEET TO OPEN ESCROW

Property Address: \_\_\_\_\_

Short Sale: \_\_\_\_\_ PGE SS: \_\_\_\_\_ Traditional: \_\_\_\_\_ REO: \_\_\_\_\_

Deposit Check is in my possession? \_\_\_\_\_ Yes \_\_\_\_\_ No w/ other agent

Forward KW's client Escrow Instructions to:

Seller's to: Email \_\_\_\_\_ c/o Agent \_\_\_\_\_

Total Commission: \_\_\_\_\_ %

KW Commission \_\_\_\_\_ % Agent \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Selling Agent Commission \_\_\_\_\_ % Agent \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Any Credits from Commission: \$ \_\_\_\_\_ from Listing Agent to \_\_\_\_\_

\$ \_\_\_\_\_ from Selling Agent to \_\_\_\_\_

Add to commission \$ \_\_\_\_\_ for t/c fee \_\_\_\_\_ for admin fee \_\_\_\_\_ other: \_\_\_\_\_

How many counter offer(s) : \_\_\_\_\_ NO Counter Offer(s) \_\_\_\_\_

Other Attachments Specified in Purchase Contract:

\_\_\_\_\_ Buyer's Inspection Advisory \_\_\_\_\_ Wood Destroying Pest Addendum

\_\_\_\_\_ Purchase Contract Addendum/PAA \_\_\_\_\_

Is there a Home Owner's Association: No \_\_\_\_\_

If Yes, Name of Association: \_\_\_\_\_

Management Company: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Are there any Concurrent Escrow(s): Yes \_\_\_\_\_ No \_\_\_\_\_

Seller's Purchase Escrow: \_\_\_\_\_

Buyer's Sale Escrow: \_\_\_\_\_

Septic? \_\_\_\_\_ Water Stock? \_\_\_\_\_ Company \_\_\_\_\_

Other NOTES to Escrow: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**ESCROW OFFICE USE ONLY:**

\_\_\_\_\_ Buyer's Inspection Advisory Fully Executed Counter 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

\_\_\_\_\_ Wood Destroying Pest Addendum \_\_\_\_\_ Fully Executed Contract

\_\_\_\_\_ Purchase Contract Addendum/PAA \_\_\_\_\_ other \_\_\_\_\_

\_\_\_\_\_ other \_\_\_\_\_ other \_\_\_\_\_

# Pro Group Inc.

## Escrow Division

### WHAT IS INCLUDED IN YOUR AGENT CLOSING PACKAGES:

1. Copy of your clients **Closing Statement** and HUD-1
2. Copy of **Home Warranty** issued and paid through escrow
3. Copy of Buyer's **Insurance**
4. Copy of Buyer's and/or Seller's signed pages of Natural Hazard Report, if received by escrow (**Escrow Holder can not be responsible for the collection of signatures for this report**)
5. Preliminary Title Report and/or HOA **receipt and acknowledgments**
6. **Termite Report and Completion**, signed by Buyer(s)
7. **Septic Report**, if applicable
8. **Buyer's Initial Deposit**

*Your Commission check is forwarded to KW Accounting for further distribution to you.*

### **“When can I expect my closing package and check...?”**

This is a common and frequently asked question.

Here are a few pointers that may help you better understand the question itself.

Typically **once you receive confirmation of recording** from your escrow officer **several things must happen** before your closing packages and checks will be available:

1. **The Title Company must provide title and recording charges** to your escrow officer. This is normally an immediate action upon confirmation of recording.
2. **The Title Company must also provide your escrow officer with payoff figures.** This is normally a longer process after recording of confirmation, and may take several hours depending on the time of the month, as well as other factors necessary to complete Seller's payoff of existing encumbrances on the home.
3. Once payoffs have been made **the Title Company must then wire transfer remaining funds** to your Escrow Officer. Depending on the time of day that this process is completed the wired funds may not be received by your Escrow Officer until the following morning.
4. Once the wired funds are received, your **Escrow Officer must then balance out the escrow file.** Normally, this should take an (1) hour or so.
5. Thereafter, **your file goes to the closing department for packaging.** Depending on the volume of closings on any given day, this final process may take several hours.

**In a nut shell you may anticipate checks and closing packages to be available approximately within 24 hours from the time Escrow receives funds from the Title Company.**

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

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

## SHORT SALE ESTIMATE REQUEST

In order for ProGroup Escrow to provide you an accurate estimate to submit with your Short Sale Request, please provide us with the following information:

1. Anticipated Sales Price
2. Estimated Close of Escrow Date
3. Property Address
4. Buyer's Name
5. Seller's Last Name
6. Will the Seller be paying any Buyer's Costs?
7. Commission %
8. Delinquent Taxes due
9. Does the Property have an HOA?
  - a. if yes are they more than 2 months delinquent
10. Anticipated Termite Costs
11. Transaction Coordinator Fees (if any)
12. Any other costs that Seller may incur, such as Septic or Repair Costs?
  - a. if yes, how much?
13. Is there a Home Warranty? How much?
14. Is there a 2<sup>nd</sup>/3<sup>rd</sup>? What amount do we show on HUD?

Where do you want this Estimate Sent? FAX: \_\_\_\_\_

Email: \_\_\_\_\_

**ONCE YOU HAVE THIS INFORMATION YOU CAN CALL ME, EMAIL OR FAX THIS FORM AND I WILL PREPARE YOUR ESTIMATE ASAP...**

**IF YOU HAVE ANY QUESTIONS OR CAN NOT FIND THE ANSWERS TO ANY OF THESE QUESTIONS PLEASE DO NOT HESITATE TO CONTACT ME DIRECTLY FOR ASSISTANCE.**



## What to tell your Seller when they ask... “When will I get my money...?”

This is a common and *frequently asked question by the Seller*.  
Here are a few pointers that may help you better understand the question itself.

Typically *once you receive confirmation of recording* from ProGroup Escrow *several things must happen* before your closing packages, checks and wires will be available:

1. *The Title Company must provide title and recording charges* to escrow. This is normally an immediate action upon confirmation of recording.
2. *The Title Company must also provide your escrow officer with payoff figures*. This is a longer process which occurs only after confirmation of recording, and may take several hours depending on volume, time of the month, and other factors necessary to complete Seller's payoff of existing encumbrances on the home.
3. Once payoffs have been made *the Title Company must then wire transfer remaining funds* to ProGroup Escrow. Depending on the time of day that this process is completed the wired funds may not be received by Escrow until very late the afternoon of recording or the following morning.
4. Once the wired funds are received, your *Escrow Officer must then balance out the escrow file*. Normally, this should take an (1) hour or so and *only after all the above has occurred*.
5. Thereafter, checks are cut, wires are sent per Seller's Instructions and closing packages prepared. Depending on the volume of closings on any given day, this final process may take several hours.

*Therefore, your Seller can expect  
that their Net Proceeds will hit their bank  
by the end of the day on the next business day after recording.*

*ProGroup Escrow makes every effort to insure that your Seller  
receives their funds as soon as possible after recording.  
So make sure that your Seller understands the process.*

If you or your Seller have questions or special needs in regards to the handling of their final proceeds please do not hesitate to contact ProGroup Escrow.

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