



What is included in your agent closing packages:

1. Copy of your clients **Closing Statement** and HUD-a
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 acknowledgements**
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.