

## [RAVE] Escrow Service [Buyer]

This plan monitors the entire escrow process from Contract Acceptance until Close of Escrow.

Event Description				
Action	Increment	DWMY	From	Coordinator
<b>Escrow-Closing Status?</b>				
Phone Call	15	Day(s)	Before Close Date	Record Owner
<b>Appraisal In?Value? Conditions?</b>				
Phone Call	14	Day(s)	Before Close Date	Record Owner
<b>Buyer Approved?</b>				
Phone Call	14	Day(s)	Before Close Date	Record Owner
<b>Appraisal In! Referrals?</b>				
Phone Call	13	Day(s)	Before Close Date	Record Owner
<b>You're Approved! Referrals?</b>				
Phone Call	12	Day(s)	Before Close Date	Record Owner
<b>When Loan Docs to Escrow?</b>				
Phone Call	10	Day(s)	Before Close Date	Record Owner
<b>Need Pre-Audit</b>				
Phone Call	7	Day(s)	Before Close Date	Record Owner
<b>Appointment for Walk Thru and Sign Docs</b>				
Phone Call	5	Day(s)	Before Close Date	Record Owner
<b>Call Utilities-Read Meters</b>				
Phone Call	2	Day(s)	Before Close Date	Record Owner
<b>Get New Phone No.</b>				
Phone Call	2	Day(s)	Before Close Date	Record Owner
<b>Keys/Closing Docs to Buyer</b>				
To Do	1	Day(s)	Before Close Date	Record Owner
<b>APPLY BUYER FOLLOWUP</b>				
To Do	1	Day(s)	After Close Date	Record Owner
<b>Process Contract-Add all parties to database</b>				
To Do	0	Day(s)	After Contract Date	Record Owner
<b>Verify Contract Completely Signed By All Parties</b>				
To Do	0	Day(s)	After Contract Date	Record Owner
<b>1st letter-Checklist and Don't Charge Anything!</b>				
Document: 021-BES-1st letter-buyer checklist.txm				
Print/Send Document	1	Day(s)	After Contract Date	Record Owner
<b>Open Escrow</b>				
To Do	1	Day(s)	After Contract Date	Record Owner
<b>Order Inspections</b>				
To Do	1	Day(s)	After Contract Date	Record Owner
<b>Notify Referror-Under Contract</b>				
To Do	2	Day(s)	After Contract Date	Record Owner

<b>Event Description</b>				
Action	Increment	DWYM	From	Coordinator
<b>Introduce Team</b>				
Document: 022-BES-Introduce Team.txm				
Print/Send Document	3	Day(s)	After Contract Date	Record Owner
<b>Need Conditional Loan Approval</b>				
To Do	4	Day(s)	After Contract Date	Record Owner
<b>Seller Disclosures Received?</b>				
To Do	5	Day(s)	After Contract Date	Record Owner
<b>Seller Payoffs ordered?</b>				
To Do	5	Day(s)	After Contract Date	Record Owner
<b>Rough Seas Letter</b>				
Document: 023-BES-Rough Seas.txm				
Print/Send Document	6	Day(s)	After Contract Date	Record Owner
<b>Termite Inspection In? Clear?</b>				
Phone Call	8	Day(s)	After Contract Date	Record Owner
<b>Buyer Sign Lead Paint Notice (Signed By Seller)</b>				
To Do	10	Day(s)	After Contract Date	Record Owner
<b>Disclosures Signed By Buyer?</b>				
To Do	10	Day(s)	After Contract Date	Record Owner
<b>Inspection Requests to Seller</b>				
To Do	10	Day(s)	After Contract Date	Record Owner
<b>Appraisal Ordered?</b>				
Phone Call	10	Day(s)	After Contract Date	Record Owner
<b>Appraisal Status?</b>				
Phone Call	14	Day(s)	After Contract Date	Record Owner
<b>2nd checklist</b>				
Document: 024-BES-2nd checklist.txm				
Print/Send Document	15	Day(s)	After Contract Date	Record Owner
<b>Inspection(s) Status/Followup</b>				
To Do	15	Day(s)	After Contract Date	Record Owner