

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

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