

Contract to Close Chart



Pruitt Title Company

Contract is Received By Pruitt Title Company.
Earnest Money and Option Fee Collected.

Copies Are Sent to All Parties and
Escrow Officer Opens Order.
Property Info is Sent to the Title Department.

The Title Department Performs a search of the
history of the property (owners of record, liens,
clouds on title, documents filed by legal
description). Also included is a search of buyer
and seller liens, lawsuits, divorces, probates,
documents filed by persons name, etc.

Escrow Department Issues Title Commitment.

Escrow Department Communicates Details
with All Parties and Processes File.

Escrow Department Receives Closing
Instructions and Closing Disclosure from
Lender and Prepares Documents.

Parties Are Ready to Close.

**Contract is
Signed by
All Parties**

**Closing
and
Funding**

Escrow Officer Sends Closing
Documents to Buyer and Seller and
Offers Congratulations!

Mortgage Company

Loan Application Process is Started.
Loan Estimate Sent Out Within 3 Days to
Borrower

Credit History is Researched
(verification of current and previous employment,
verification of sufficient funds)

Confirmation of Property Value - Appraisal

Survey Ordered

Loan Goes Through Approval Process

Buyer is Approved

Closing Disclosure Sent to Borrower 3 Business
Days Prior to Closing for Review

Parties Are Ready to Close

Required at Closing:

- Buyer:**
- Your lender will need the name and phone number of your home owners' insurance agent.
 - We encourage wire transfers from the purchaser and will be happy to wire out proceeds to the seller. The total amount due will be available prior to closing. Please contact your escrow officer/assistant for wiring instructions.
 - Bring your drivers license or valid U.S. government picture ID to the closing for identification purposes.
 - Please provide your escrow officer or Realtor with the name, phone number and loan number of your current

- Seller:**
- mortgage lien holder for payoff purposes.