

D. C. TITLE AGENCY

301 S. 70th Street, STE 150, Lincoln NE 68510

Ph: 402.434.5072

Fax: 402.434.5071

Escrow Closing Procedures

- The first documents you will receive from D.C Title will be the Escrow Closing Agreement and a copy of the Title Commitment for you to review. This agreement will have some information from the Purchase Agreement for you to complete and/or correct. Signing this agreement authorizes D.C. Title to act as your Closing Agent.
- Prior to the closing, D.C. Title will order the required/requested inspections and the Seller's current mortgage payoff.
- D.C. Title will fulfill any necessary requirements to transfer clear title to the Buyer.
- D.C. Title will prepare the Seller's closing documents. These will include the Warranty Deed, which will transfer title to the property. We will then hold these executed documents in escrow until the closing with the Buyers.
- D.C. Title will be in contact with the Buyer's lender to balance the final closing numbers and prepare the final closing documents.
- D.C. Title will arrange a closing date and time with the Buyers and advise the Sellers when their proceeds will be disbursed.
- D.C. Title will be responsible for collecting and disbursing the funds required for the closing.
- D.C. Title will record the Deed and any other required documents at the Register of Deeds office.
- Approximately 3 or 4 weeks after all of the documents have been recorded and all of the title requirements have been met, the Buyer will receive their Final Owner's Title Policy to keep in their permanent records.