

Escrow Check List

Business Name _____	Phone _____
Buyer's Name _____	Phone _____
Seller's Name _____	Phone _____
Escrow Co. _____	Phone _____
Escrow # _____	

Seller/Listing Agent

Buyer/Buyer Agent

Initial	Date		Initial	Date	
_____	_____	Signed Offer	_____	_____	Signed Offer
_____	_____	Copy of Deposit Check	_____	_____	Deposit Check
_____	_____	Final Counter Offer Sign-off	_____	_____	Final Counter Offer Sign-off
_____	_____	Disclosure Sign-off	_____	_____	Disclosure Sign-off
_____	_____	Records Turned Over	_____	_____	Credit Report to Seller
_____	_____	Financials, Including YTD	_____	_____	SBA form 413 to Seller
_____	_____	Copies of Last 3 yrs of Taxes	_____	_____	Lender Application
_____	_____	Leases	_____	_____	Due Diligence Sign-off
_____	_____	Property Tax Bill	_____	_____	Escrow Opened
_____	_____	SS, EDD & SBE Number	_____	_____	Escrow Instructions Signed
_____	_____	Copy of Business License	_____	_____	Review Search Results
_____	_____	Federal Tax Number (Corp)	_____	_____	Bldg. Lease Transfer
_____	_____	List of Assets	_____	_____	Eqpmnt. Lease Transfer
_____	_____	Due Diligence Sign-off	_____	_____	Telephone Transfer
_____	_____	Escrow Opened	_____	_____	Electric Transfer
_____	_____	Escrow Instructions Signed	_____	_____	Gas Transfer
_____	_____	Review Search Results	_____	_____	Alarm Transfer
_____	_____	Bldg. Lease Transfer	_____	_____	License Transfer(s)
_____	_____	Eqpmnt. Lease Transfer	_____	_____	Insurance Transfer(s)
_____	_____	Telephone Transfer	_____	_____	Other Transfers
_____	_____	Electric Transfer	_____	_____	Allocate Purchase Price
_____	_____	Gas Transfer	_____	_____	Inventory (P.C.O.E.)
_____	_____	Alarm Transfer	_____	_____	Walk Through (P.C.O.E.)
_____	_____	License Transfer(s)	_____	_____	Escrow Funded
_____	_____	Insurance Transfer(s)	_____	_____	Close of Escrow
_____	_____	Other Transfers			
_____	_____	Allocate Purchase Price			
_____	_____	Inventory (P.C.O.E.)			
_____	_____	Corporate Resolution (Corp.)			
_____	_____	Walk Through (P.C.O.E.)			
_____	_____	Close of Escrow			
_____	_____	EDD & SBE Tax Releases			