

Checklist for Submitting A Contract to Equitable Title



Real Estate Contract and any counter-proposals. **ALERT!** If title deadline is in less than 48 hours, please amend and resubmit allowing more time for title. Don't forget to send any extra counterproposals throughout the transaction - especially regarding concessions, credits and changes that need to be reflected on the settlement statement.



Contact Sheet from CTME. Title needs to receive the seller's contact information immediately in order to request payoff information, seller authorization letter, account numbers and more. This is urgent and due when contract is submitted. Be sure to alert your sellers that title will be contacting them directly for this information. It also helps to have all other parties in one place.



Lender Letter (Unless it's a cash deal). The lender requires a closing protection letter and 24 month chain of title immediately from the title company. If title does not know who the new lender is, their timeline is already delayed. This is the quickest way for title to include the lender.



HOA Information. **ALERT!** If seller is retrieving HOA CIC documentation, title needs to know at order submission. HOA management companies require **TEN BUSINESS DAYS** to provide CIC documents. If less than that is allocated on the contract, rush fees will be incurred to the seller. Be aware of these date requirements and amend contract if adequate time is not allowed.



Earnest Money. The buyer needs to take a clear picture of the front and back of the earnest money check. They will need to email this to EM@EQEscrow.com. Earnest money can also be dropped off at: 8300 E. Maplewood Ave #100, Greenwood Village, CO 80111 at the front desk, or our Aurora office at 8300 E. Bethany Drive, Suite 100, Aurora, CO 80014 or our Lakewood office at: 445 Union Blvd, STE 106, Lakewood, CO, 80228.



EQUITABLE
TITLE AGENCY, LLC



Wendi Milinkov

State Operations Manager and Sales Manager
720-454-5776
WMilinkov@EQEscrow.com
EquitableEscrow.com