



FAQ

What do I need to provide to get my closing started?

We will need a signed purchase agreement signed by all parties, along with a Residential Property Disclosure if this is a Residential (non- commercial) property sale.

We will also need the following information for both parties (buyers and sellers):

- Name
- Marital Status
- Mailing Address
- Email Address: (Please let us know if you do not prefer email)
- Phone Number
- Lender name and contact information (If this purchase is being financed)

How do I get you the purchase agreement?

You may email your information and purchase agreement to neworders@titleprogroup.com

If you have already been working with someone specific, you may also email it to their email address.

You may also drop it off at any of our 4 locations. (Locations are listed on the Contact Page of our Website)

Does my purchase agreement need to be notarized?

No.

How long does it take to close?

If this is a financed transaction, the time it takes to close will be determined by your lender, who will usually try to adhere to a closing date indicated on a purchase agreement, but which usually will require at least a few weeks, and usually several. If this is a cash transaction, and the title examination discloses no issues, and all parties provide us with all required information quickly, we can close in a matter of days, but to keep expectations realistic we do not guarantee anything less than 10 business days to close.

What if the property is owned by an LLC or a Trust?

If the property is owned by an LLC, we will need to review at least that part of the LLC operating agreement detailing who has the legal authority to sign for the LLC.

If the property is in the name of a Trust, or the Trustee(s) of a named Trust, we will need to review at least that part of the Trust Agreement detailing who has the legal authority to sign for the Trust.

What If I don't know how to fill something in on the purchase agreement?

We cannot advise you on terms of the purchase agreement. But if your question is one of form rather than substance, or if there is a term whose meaning you are unsure, we may be able to assist. If in doubt or in need of advice, we always recommend that you seek the counsel of a licensed real estate agent or a competent real estate attorney.

What is the process and what can I expect?

1. The Order Confirmation Email - you will receive a confirmation once we receive and set up your order. This will include your dedicated Escrow Team's contact information and an invitation to log on to our secure portal called Connect, by Qualia. Please check your junk mail at this time, as sometimes these invitations end up there.
2. A few Information Requests via Connect the next day, in which we ask you to supply us some very important information that will enable us to get moving on your closing.
3. An Introductory Phone Call from your Escrow Assistant outlining the closing process and requesting any information we still need.
4. A Silent Interlude. As we work behind the scenes, you may not hear much from your escrow team, but rest assured we are working on all the many small details that need to come together to get your transaction closed. You can always check the file status via the Connect portal, as well as message us there or call us anytime.
5. A Flurry of Activity! Right before signing/closing is when things move very quickly. Don't let the last-minute details or requests frustrate you; there are many pieces and parts that can only happen just before closing. We are working in conjunction with many different entities (lender, surveyor, municipality, county, state, etc.) to get things finished up and this is a normal part of the process.
6. Document Signings for each party, whether at our office or a place of your choosing. At this time, we submit documents for transfer and recording, as well as receive and disburse the purchase funds.
7. A Confirmation of Closing from us informing everyone that the transaction is closed. Congratulations!