

We have often been asked “what are we looking for when you audit my escrow file?” So, we thought it might be helpful to provide you with the detailed information that we are concentrating on when your files are audited.

No.	West Region Requirements	Yes	No	NA
1	Contract/Escrow Instructions/Amendments/Terms & Conditions signed by all appropriate parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	All documentation was properly prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Recording Instructions/Policy Write-Up prepared properly for issuance of title policy(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Charges debited to proper party (including prorations and adjustments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Rates where charged in accordance with posted/filed rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Disbursements were made on/after the close of escrow (excludes authorized prior releases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Estimated Settlement Statement or HUD is signed and approved by all principals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	All transfers, disbursements & deposits done in accordance with instructions and documented in file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is there “questionable” activity noted which may lead to future claims? (If yes , please explain below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	SOX Requirements	Yes	No	NA
A	File complied with good funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	All funds were received prior to disbursements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Disbursements and deposits agree with Settlement Statement and/or HUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	1) Payoff Statement agrees with Settlement Statement and/or HUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2) Lender’s Instructions agree with Settlement Statement and/or HUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	All transfers, disbursements & deposits done in accordance with instructions and documented in file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	File is balanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	Purchase agreement/Contract of Sale maintained in file (for purchase transactions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H	Personal Identification of all principals maintained in file (Statement of Information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	Proper authorization and follow-up for all funds held after closing in file (including use of escrow system notes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Company and File Information	
Brand:	Escrow Officer:
Branch:	Escrow Number:

State Specific Requirements				
No.	Arizona	Yes	No	NA
A1	Was the rate calculation form completed and in the file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2	Disbursements and deposits agree with Settlement Statement and/or HUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	California	Yes	No	NA
C1	Recordation of documents occurred after obtaining all necessary funds from lender and/or buyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2	Was an electronic or paper phone conversation log used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3	Reports approved by appropriate parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	Nevada	Yes	No	NA
N1	Recordation of documents occurred after obtaining all necessary funds from lender and/or buyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Impression of File	
NEVADA:	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
ARIZONA & CALIFORNIA:	<input type="checkbox"/> VERY GOOD <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR
Training Required:	<input type="checkbox"/> If marked, please explain:

Ref	Course of Action to Remedy any "NO" Responses(Reference

Questionable Activity Explanation

Signature of Transactional Manager /Date

Signature of Reviewer/Date