

Please read page this page thoroughly.

My goal is to be able to close within 35 days or less.

Your cooperation is critical in accomplishing this goal.

This is a checklist of items we will need from YOU as soon as possible.

_____ **Contact info for escrow** (escrow agent-email address-phone #).

_____ **Contact info for all agents and/or transaction co-coordinators.**

_____ **Are there any potential “issues with the property”** (low comps, outstanding repairs, termite work- HOA litigation- low owner occupancy). **If so we need to know in order to avoid delays!**

_____ **A MLS printout for the property & contact name for the appraiser**

_____ **Fully executed RPA**, complete with all counter offers (all pages signed and legible). Escrow Instructions and Title Prelim.

_____ **Post “Dodd-Frank”:** **ESCROW** needs to provide us with a **COMPLETE LIST OF FEES ASSOCIATED WITH THE TRANSACTION** (minus lender fees)
i.e. **Title/Escrow County Transfer/ HOA/ Sub Escrow etc.**

Until we have fees we cannot submit the file for approval.

Thank you for your assistance and let's make this a smooth COE.

[Daniel Dobbs \(.org\)](#)

VP- Broker

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