

Preferred Contract Management, Inc.

P.O. Box 11460

Hilo, Hi 96721

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ESCROW & TITLE CO.
CHECKLIST

- _____ **Completed Documents – with all dates and amounts filled in properly**

- _____ **Copies of closing statements – Buyer & Sellers**

- _____ **Copies of any pertinent documents:**
 - _____ **Mortgage Statement/coupons (if pertinent)**
 - _____ **Maintenance Co. coupons**
 - _____ **Association Dues coupons**
 - _____ **Property Tax**
 - _____ **Insurance Co.**
 - _____ **Deposit slip – if seller wants proceeds deposited into their account.**

- _____ **\$100.00 Set up fee**

- _____ **Holding Doc's Fee (\$30.00 per year)**
 - Satisfaction Documents**
 - Release of Mortgage**
 - Satisfaction of Agreement of Sales**
 - Cancellation Documents**
 - Cancellation of Agreement of Sales**
 - Deed in Lieu of Foreclosure**
 - Quitclaim Deed**
 - Tax Conveyance Form**