

**Preferred Contract Management, Inc.**

**P.O. Box 11460**

**Hilo, Hi 96721**

**Phone: (808) 935-6608**

**Toll Free Phone: 1-800-935-6608**

**Fax: (808 or 877) 935-9995**

**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.**
  
- \_\_\_\_\_ **\$150.00 Set up fee (effective 1/1/2019)**
  
- \_\_\_\_\_ **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**