


SUN	MON	TUE	WED	THU	FRI	SAT	TRACKING YOUR TRANSACTION
				21 <i>Initiation</i>	22	23	<i>Initiation</i> - Upon mutual acceptance, agents forward completed Purchase & Sale Agreement to Escrow Professionals of Washington.
24	25 <i>Confirmation</i>	26	27	28	29	30	<i>Confirmation</i> - Escrow is opened, confirmations and request for information forwarded to all parties. EPOW provides initial log-in information to EPOWer. Title Company is contacted for updated title report.
1	2	3	4	5	6	7	<i>Verification</i> - Review of title report and gathering of information is complete. EPOW has received and reviewed Commission Disbursement Forms.
8	9	10	11 <i>Verification</i>	12	13 <i>Preparation</i>	14	<i>Preparation</i> - Receive and review Buyer's loan documents, provide estimated HUD-1 to agents and lender. Schedule signing appointments and notify agents of times. Update EPOWer with signing information.
15	16 <i>Signing</i>	17	18 <i>Completion and Closing</i>	19	20	21	<i>Signing/Documentation</i> - Complete signings, notarize, review, prepare and return loan documents to lender for final review. Collect closing funds from buyer and obtain any last minute closing conditions to lender.
22	23	24	25	26	27	28	<i>Completion</i> - Balance file with lender and obtain approval to release for recording, contact Title Company with authorization to record conveyance and security documents. Notify agents of release for recording status.
29	30	31	1	2	3	4	<i>Closing</i> - Upon receipt of Lender funds and recording numbers from the County Auditors Office, notify agents, buyers and seller of closing. Disburse all funds and issue final HUD-1 Settlement Statements to all parties.
5	6	7	8 <i>Post Closing</i>	9	10	11	<i>Post Closing</i> - Request, track and issue payment for final lienable utility bills. Issue any applicable refund to seller.