

COMMERCIAL ESCROW PROCESS

EARNEST MONEY MANAGEMENT | SETTLEMENT STATEMENT PREPARATION | CLOSING DISBURSEMENT SERVICES

ESCROW PROCESS FOR EARNEST MONEY DEPOSITS

► INITIATE THE PROCESS USING STEPS BELOW:

1. DELIVER DOCUMENTS

OPTION 1:

- Upload Purchase Contract and Escrow Agreement when completing Commercial Escrow Request located at www.invtitle.com/commercial-escrow-request.

OPTION 2:

- Email the Commercial Escrow Request, Purchase Contract, and Escrow Agreement to commercialescrow@invtitle.com.

OPTION 3:

- By overnight carrier, send the Commercial Escrow Request, Purchase Contract, and Escrow Agreement to Investors Title, Attn: Commercial Escrow, at the address below.

2. DELIVER FUNDS

All funds are placed in separate interest-bearing accounts. A W-9 will be required for this purpose.

OPTION 1:

- Send funds electronically (up to \$100,000.00) through the secure "DEPOSIT ESCROW FUNDS" button on <https://www.invtitle.com/escrow>.
- You will receive immediate confirmation that the transaction was successfully completed and an official confirmation of receipt within one business day.

OPTION 2:

- Wire funds. For wiring instructions contact the *Commercial Escrow Services team* at 800.326.4842 or commercialescrow@invtitle.com.
- You will receive confirmation of receipt within one business day.

OPTION 3:

- Send the earnest money check by overnight carrier to Investors Title at the address below.
- You will receive confirmation of receipt within one business day.

3. PREPARE FOR CLOSING

When parties are ready to close, email preliminary Settlement Statement and wiring instructions to commercialescrow@invtitle.com at least 24 hours in advance.

SETTLEMENT STATEMENT & DISBURSEMENT SERVICES

The *Commercial Escrow Services* team can prepare the settlement statement and disburse, or facilitate the disbursement of, closing funds for commercial transactions. Once you have contacted a commercial escrow representative, indicated the services needed, and provided the preliminary closing date, our team will assign an escrow coordinator for your transaction.

FEES

► Earnest Money Escrow \$250

Please call for a quote for the following services:

- Closing disbursement services
- Settlement Statement preparation and disbursement
- Non-earnest-money escrows

800.326.4842

commercialescrow@invtitle.com

CONTACT

GINA WEBSTER
VP Escrow & Settlement
919.945.2471

AMIE LINDQUIST
AVP Escrow & Settlement
919.945.2605

KATE ASHWORTH
Underwriting & Escrow Counsel
919.945.2440

ESCROW COORDINATORS & ADMINISTRATION

LINDA WAGAMON | ZANNA BARRETT | SARAH EDWARDS | CAMIE WHITE

Investors Title
Commercial Escrow

121 North Columbia Street | Chapel Hill, NC 27514
800.326.4842 | invtitle.com/escrow

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EXPERIENCED STAFF

Our *Commercial Escrow Services* team has 40 years of combined experience, ensuring fast, accurate, and smooth escrow and settlement services for all parties involved. We facilitate a wide range of commercial financing and development transactions, including:

- Defeasance closings
- Transactions comprising multiple parcels in several different states involving various buyers and/or sellers
- 1031 exchanges

EXCELLENT CUSTOMER SERVICE

- Responsive and courteous, the escrow team keeps stakeholders informed throughout each step of the escrow and disbursement process
- Through a collaborative workflow process, the team manages and accommodates varied types of commercial transactions

SINGLE POINT OF CONTACT

Each client receives title underwriting and settlement/escrow services through a single point of contact. We coordinate directly with Investors Title underwriters and 1031 exchange coordinators to facilitate a timely closing.

SECURITY – REDUCE RISK OF CYBERCRIME

Using *Commercial Escrow Services* adds a layer of protection against cybercrime and other security threats. Internal protocols provide current and proactive security measures that promote the safety of all funds held.

- Multiple approval levels
- Daily account reconciliation
- Escrow funds maintained in separate interest-bearing accounts
- Email encryption

STRENGTH OF INVESTORS TITLE INSURANCE COMPANY

Investors Title earns superior ratings from top industry-rating firms, affirming the strength of our financial resources and the depth of our general and commercial title insurance expertise.

- A.M. Best Co.: Financial Strength Rating of A (Excellent) for excellent ability to meet ongoing insurance obligations
- Demotech, Inc.: Financial Stability Rating® (FSR) of A" (A Double Prime), **Unsurpassed**
- Demotech, Inc.: Commercial Real Estate Recommendation: Highly Recommended



SERVICES PROVIDED

The *Commercial Escrow Services* team provides the following services for a wide range of commercial transactions:

- Earnest money deposit
- Closing statement and disbursement services
- Post-closing escrow
- 1099-S reporting services provided on transactions involving our disbursement services