

# Escrow Checklist

A Guide to Help Establish Your New Escrow Account.

## Documents Required

- Paid real estate tax bills for the most recent tax year. Ex: County, Local Municipality (Borough, Township, City), School
- Real estate tax bill(s) should contain:
  - ↗ Property Owner Name(s)
  - ↗ Property Address
  - ↗ Parcel, Map, or Control Number
  - ↗ Taxing Authority
  - ↗ Tax Collector Name & Contact Information
  - ↗ Tax Amount Due, Including Discount and Face Amounts, if Applicable
  - ↗ Tax Payment Due Date, Including Discount and Face Due Dates, If Applicable
- Paid homeowners insurance premium and policy (paid receipt from insurance company)
- Paid flood insurance premium and policy (paid receipt from insurance company)

## Process

- Receive customer documents
- Escrow analysis will be created. The analysis will show:
  - ↗ The initial deposit due to establish the escrow account.
  - ↗ The monthly escrow payment that will be added to your current monthly principle and interest payment.
  - ↗ Date monthly payment containing principle, interest, and escrow will start.
  - ↗ Date acceptance and initial escrow deposit is due.
- Return customer acceptance and initial escrow deposit to NexTier Bank.
- Begin paying the monthly principle, interest, and escrow payment on the designated date.

## Keep In Mind

- All taxes currently due and payable must be paid prior to establishing an escrow. Proof of payment to be provided to NexTier Bank.
- Recently completed construction: Has the property been re-assessed by the taxing authority?
  - ↗ **Yes.** Copies of reassessment notices should be provided to the bank (this assists us in calculating escrow).
  - ↗ **No.** Please be advised there may be a payment shock (increase) when the property is reassessed.
- Homeowner and flood insurance must be paid through the policy date. Escrowed insurance is paid on an annual basis.
- Loan with escrow cannot be paid ahead.