

## Requesting a SUB Escrow

Please fax or email a copy of:

- \*Copy of the HUD
- \* Escrow Agent's wire instructions
- \* Required lender information for a CPL
- \* Written payoff / demand statements for all liens of record  
(Escrow Agent shall be responsible for collecting sufficient per diem on payoffs with a minimum of five additional days), borrower's authorization to close any and all lines of credit being paid off.

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Once we have received your faxed or emailed request, your reference number will be the same file number as your title report with the letters "SUB" behind it.  
(ie: 1421831SUB)

Our wire instructions and CPL (if applicable) will be sent to you to provide to your lender.

On the day of closing when you have balanced with your lender and released your recording with the appropriate title department, please notify us with the dollar amount of the wire we can expect to receive from the lender.

When the lenders wire and recording numbers have been received, we will then send you a file balance sheet for you to review and balance with. The balance sheet will include figures for all payoffs, liens of record, a reconveyance tracking fee (if applicable), any delinquent taxes including penalty and interest, all sub escrow, title, and recording fees.

Please note: We will not send our wire to you until we have confirmation that you balance with our figure.

## Sub Escrow Fees

**Sub Escrow:** \$65.00  
**Reconveyance:** \$135.00  
(If no signed Indemnity on file)

**Samantha Farison**

[subescrow.everett.wa@firstam.com](mailto:subescrow.everett.wa@firstam.com)  
[sfarison@firstam.com](mailto:sfarison@firstam.com)

**Fax: (866)859-0436**  
**Direct Line: (425)551-4113**



*First American*