



有关您的第一美国新住宅托管账户的信息



INFORMATION ABOUT YOUR NEW HOME ESCROW AT FIRST AMERICAN

The information in this brochure will help you become more comfortable with the Escrow Process you are about to begin.

We hope to answer your questions in advance and provide you with step-by-step information that will clarify your part in this process.

We welcome any questions you may still have after reading this information. Please feel free to call us.

本手册中的信息将帮助您了解您即将进行的托管账户程序。

我们希望能预先解答您的疑问，并为您提供循序渐进的信息，让您清楚您在这个程序中所扮演的角色。

若您在阅读此处信息后仍存有疑问，欢迎您向我们查询。我们随时恭候您的来电。



**First American
Title Company**



What exactly is an Escrow?

An escrow is an independent “stake-holder” account and is the method by which the interests of all parties to the transaction are protected.

Your escrow was created shortly after you executed your contract to purchase your new home. The escrow becomes the depository for all monies, instructions and documents pertaining to the purchase of your new home. Any questions or requirements you may have concerning the home itself, such as appliances and repairs, are not a part of the escrow, but rather, matters between you and your homebuilder.

Escrow services in California are generally provided by title companies.

Opening Escrow...

How does the escrow process work?

The escrow officer prepares escrow instructions based on the terms of your purchase agreement and your lender’s requirements. Other elements of the escrow include hazard insurance, title insurance and the grant deed from the seller to you. Escrow cannot be completed until all the requirements set forth in the instructions have been satisfied.

How do I open an escrow?

You will not have to open the escrow; it will be done for you. As soon as you execute your purchase agreement, your homebuilder will deposit your initial down payment into your escrow account at First American (or into a trust account with your homebuilder).

How will I know where my deposit money has gone?

Written evidence of your deposit is generally included in the copy of your purchase contract. Your funds will then be deposited into a separate escrow or trust account.

I’ve selected my home, executed my purchase agreement, made my purchase deposit and an escrow has been opened.

What do I do next?

Unless you are paying all cash, the next step will be to apply for a mortgage loan. Your sales agent will be able to assist you in selecting a lender.

什么是“托管”账户 (Escrow)?

托管是一个独立的“保管”账户，是保护交易各方当事人权益的方法。

您的托管账户在您签订购买新住宅的合同后建立。托管账户将成为与购买新住宅有关的所有款项、指示和文件的存放处。您对住宅本身所产生的任何疑问或要求，如设备及维修等，并不属于托管账户的一部分，而是您与您的发展商之间的问题。

托管账户服务在加州一般由产权公司提供。

开设托管账户...

托管账户如何运作?

托管账户专员会根据您的购买合同条款及贷款人的要求来准备托管账户指示。托管账户的其它组成部分还包括灾害保险、产权保险及卖方交付的转让契约。托管账户只有在满足指示中的所有要求后才算完成。

我要如何开设托管账户?

您不需要开设托管账户，它将自动为您设立。在您签订购买协议后，您的发展商会把您的首付存入您在第一美国的托管账户（或发展商的信托账户）。

我怎么知道我的保证金去了哪里?

您的购买合同副本一般上会包括保证金的书面证明。您的款项接着会被存入独立的托管或信托账户。

我已选好住宅、签署了购买协议、交付购买保证金，且已开设托管账户。

我接下来应该做什么?

除非您打算全部支付现金，否则下一步就是申请抵押贷款。您的销售代理将能协助您选择贷款人。

The Loan Process...

How does the loan process work?

Often the homebuilder will arrange a lending source for favorable financing for you. If not, you will select a lender. You will be required to complete a loan application which will require personal and financial information.

What happens after I submit the loan application?

The lender will issue you a “good faith” statement, which will estimate your total costs for the purchase of your new home. The lender will require that you obtain hazard/fire insurance if you are purchasing a detached home. However, if you are buying an attached home, there may already be a master hazard policy. Check with your sales person on this. The lender will also require that you obtain title insurance and may have other requirements that will need your attention prior to the close of escrow.

When the loan is approved, what's next?

When your loan is approved and the loan documents are sent to our New Home Center, your “escrow instructions” will be prepared.

Escrow Instructions...

What are escrow instructions?

Escrow instructions define all the conditions that must occur before the transaction can be finalized. Your escrow instructions, prepared by First American, represent your written statement to the escrow holder (First American Title) protecting your interests. Your escrow instructions specify, in a debit and credit format, the disposition of your purchase funds. They also provide for title protection for your home.

贷款程序...

贷款程序如何运作？

通常发展商会为您安排可提供优惠融资的贷款人。若没有的话，您可以选择一个贷款人。

您将需要填写会要求您提供个人与财务信息的贷款申请。

提交贷款申请后将会发生什么事？

贷款人将会给您一份“贷款费用预算”表，估计您购买新住宅的总成本。

若您所购买的是独立住宅，贷款人将会要求您购买灾害/火灾保险。然而，若您购买的是联排住宅，它可能已有灾害保险总保单。您可向住宅销售代表查询这方面的信息。贷款人也会要求您购买产权保险，并可能有其它要求需要您在托管交割前完成。

当贷款批准后，下一步是什么？

当您的贷款被批准，同时我们的新住宅中心收到贷款文件后，即可着手准备您的“托管账户指示”。

托管账户指示...

什么是托管账户指示？

托管账户指示定义了必须在交易完成前发生的所有条件。由第一美国为您准备的托管账户指示，代表了您对保护您权益的托管人（第一美国产权）的书面声明。您的托管账户指示会以借方和贷方的格式，指定您购买资金的处置。它们也为您的住宅提供产权保护。

When and where do I sign escrow instructions?

Your escrow officer will contact you to make an appointment for you to sign your escrow instructions and final loan papers. At this time, the escrow officer will also tell you the amount of money you will need (in addition to your loan funds) to purchase your new home. Your loan funds will be sent directly to the escrow by the lender. Typically, you will sign your escrow instructions and loan documents at one of the First American Title's New Homes Escrow Centers, (unless otherwise notified). **A directional map is included with this folder.**

Your Appointment...

What do I need to do before my appointment to sign the escrow papers?

Cashier's Check

Obtain a cashier's check or certified check issued by a California institution made payable to First American Title in the amount indicated to you by your escrow officer or escrow assistant. You may, of course, wire these funds to us and your account will be credited immediately upon our receipt. A personal check may delay the closing since First American is required by law to have "good funds" (check has cleared) before disbursing funds from escrow. Similarly, an out of state check could cause a delay in closing due to delays in clearing the check.

Lender's Requirements

Make sure you are aware of your lender's requirements and that you have satisfied those requirements before you sign escrow instructions.

Hazard/Fire Insurance

If you are purchasing a single family, detached home (or in some cases, a townhome), be sure to order your hazard/fire insurance once your loan has been approved. We will be happy to assist you in obtaining an insurance quote from First American Property and Casualty Insurance Company. (There is a form included within this folder). Call your escrow officer with the insurance agent's name and phone number so

我在什么时候和地点签署托管账户指示?

托管账户专员会与您预约签署托管账户指示及最终贷款文件。这时，托管账户专员也会将您购买新住宅所需的款额（除了贷款资金以外）告诉您。贷款人会直接将您的贷款资金交给托管账户。一般上，您会在第一美国产权的其中一个新住宅托管账户中心签署托管账户指示及贷款文件，（除非另外接获通知）。此文件夹中包含一份方向地图。

您的预约...

在赴约签署托管账户文件前，我需要做些什么？

现金支票

按照托管账户专员或托管账户助理所指示的数额，购买由位于加州的机构所开具的现金支票或保付支票，收款人注明 First American Title。当然，您也可以将这些资金汇给我们，我们会在收到汇款后马上记入您的账户。个人支票将会延迟交割，因为法律要求第一美国在从托管账户支出资金前，必须拥有“良好的资金”（即支票已清算）。同样的，州外开具的支票也会因为支票清算延迟而造成交割延迟。

贷款人的要求

确保您清楚贷款人的要求，同时您在签署托管账户指示前已满足那些要求

灾害/火灾保险

若您购买的是低层独立住宅（或别墅型公寓），确保您在贷款批准后立即购买灾害/火灾保险。我们将乐于为您索取第一美国财产及伤亡保险公司的报价。

（此文件夹中随附有一份表格）。致电将保险代理的名称和电话号码告诉您的托管账户专员，他或她将能确定有关保

that he or she can make sure the policy complies with your lender's requirements. You must have your insurance in place before the lender will send money to escrow.

Identification

Please bring either your valid driver's license or passport with you to your escrow appointment. This is needed so that your identity can be verified by a notary public. It's a routine, but necessary step for your protection.

Title to Home

Decide how you wish to hold title to your new home. You will need to make this decision prior to your escrow appointment. You may want to consult a real estate expert before you decide. A list of the common types of property ownership is included for your information on a separate sheet accompanying this brochure. Merely bring your decision on this matter to your escrow appointment.

After the Sign-Off...

What's the next step after I've completed my sign-off?

After you have signed all the necessary instructions and documents, the escrow officer will return them to the lender for a final review. This review usually occurs within a couple of days and upon completion, the lender is ready to fund your loan and advises the escrow officer.

What is an "escrow closing"?

It's the culmination of the transaction. Usually a **Grant Deed** and **Deed of Trust** are recorded within one working day of the escrow's receipt of loan funds. This completes the transaction.

When will I receive the deed?

The original deed to your home will be mailed directly to you at your new home by the County Recorder's office. This usually takes several weeks, sometimes longer, depending on their volume. Your policy of Title Insurance will also be mailed to you from First American Title.

单是否符合贷款人的要求。

在贷款人将款项存入托管账户前，您必须已购买了保险。

身份证明

请携带您的有效驾照或护照前去签署托管账户文件。这是为了让公证人能够确认您的身份的例行程序，同时也是保护您权益的必要步骤。

住宅产权

决定您要以哪一种方式持有新住宅的产权。您需要在前去签署托管账户文件之前做出这项决定。您可能需要在做出决定前咨询一名房地产专家。您可参考另外随此手册附上的列表中所列出的常见财产拥有形式。请在前去签署托管账户文件前做出这项决定。

签署后...

我已完成文件签署，下一步是什么？

在您签署所有必要的相关指示和文件后，托管账户专员会把它们交回给贷款人进行最后的审查。这项审查通常需要几天来进行，当完成后，贷款人即已准备好为您的贷款提供资金，并将知会托管账户专员。

什么是“托管账户交割”？

这是交易的最后一道程序。转让契约和信托契约通常会在托管账户收到贷款资金后的一个工作日内记录。这个步骤的完成表示交易已圆满结束。

我什么时候会收到契约？

县登记处会将您住宅的契约原件直接寄到您的新住址。这一般需要数周甚至更长的时间，视他们所需处理的工作量而定。第一美国产权也会将您的产权保险保单寄给您。

Helpful Reminders

- 1) Make sure you are aware of your **lender's requirements** and that you have satisfied those requirements before you sign your escrow papers.
- 2) Be sure that your **hazard/fire insurance** has been ordered and that you have given your fire insurance agent's name and phone number to your escrow officer.
- 3) You'll need to bring a **cashier's check or certified check** to the title company for the remainder of the purchase price. Either type of check should be from a California bank or a savings and loan. Get the exact amount of the balance due from your escrow officer by telephone before your appointment for signing the papers. The check should be made payable to First American Title.
- 4) In the event that you wish to **transfer funds** from another escrow or **wire transfer funds**, an easy arrangement can be made in advance with the escrow officer.
- 5) In the event that you wish to use a **power of attorney**, arrangements must be made one or two weeks in advance with the escrow officer, and the power of attorney must be approved by your lender.
- 6) Please bring either your valid **driver's license or passport** with you to your escrow signing appointment. This is needed so that your identity can be verified by the notary public.
- 7) Decide how you wish to **hold title** to your new home. You need to make this decision prior to your escrow appointment. You may want to consult a real estate expert before you decide. A list of the common types of property ownership is included for your information on a separate sheet within this folder.



帮助提醒

- 1) 确保您清楚贷款人的要求，同时您在签署托管账户文件前已满足那些要求。
- 2) 确保您已购买灾害/火灾保险，且将您火灾保险代理的名称和电话号码提供给您的托管账户专员。
- 3) 您将需要携带一张现金支票或保付支票，以支付买价余额给产权公司。任何一种支票都必须由加州的银行或储蓄贷款机构所开具。在前往签署文件前致电给您的托管账户专员，以了解确切应付的余额数目。支票的收款人应注明 **First American Title**。
- 4) 若您希望从另一托管账户进行转账或使用电汇，您可提前向托管账户专员做出安排。
- 5) 若您希望使用授权书，必须提前一至两周向托管账户专员做出安排，同时授权书必须经由贷款人批准。
- 6) 请携带您的有效驾照或护照前去签署托管账户文件。这是为了让公证人能够确认您的身份。
- 7) 决定您要以哪一种方式持有新住宅的产权。您需要在前去签署托管账户文件之前做出这项决定。您可能需要在做出决定前咨询一名房地产专家。您可参考另外随此手册附上的列表中所列出的常见财产拥有形式。

The following is a brief list of the best sources for assistance for certain common questions:

- 1) Details of your purchase agreement: Sales Representative
- 2) Final amounts needed to close escrow (after receipt of loan papers): Escrow Officer or Escrow Assistant
- 3) Possession and key to home: Sales Representative
- 4) Hazard / Fire Insurance: Insurance Agent, or refer to the First American Property and Casualty Insurance Company form included with this folder.
- 5) Loan requirements and financial matters: Lender or Mortgage Company
- 6) Escrow Instructions (review at title company on sign-off day): Escrow Officer or Escrow Assistant
- 7) How to take title or ownership: Real Estate Expert
- 8) Questions regarding property tax impounds: Lender or Mortgage Company

以下简表是针对特定常见问题的最佳求助对象:

- 1) 有关您购买协议的细节: 销售代表
- 2) 交割托管账户所需的最后款额(收到贷款文件后): 托管账户专员或托管账户代理
- 3) 住宅移交和钥匙: 销售代表
- 4) 灾害 / 火灾保险: 保险代理, 或参考包含在此文件夹中的第一美国财产及伤亡保险公司表格。
- 5) 贷款要求和财务事项: 贷款人或抵押公司
- 6) 托管账户指示(在签署当天于产权公司审查): 托管账户专员或托管账户代理
- 7) 如何取得产权或所有权: 房地产专家
- 8) 有关房产税扣押的问题: 贷款人或抵押公司



