

## Process an Escrow Loss After Closing

Follow these steps to create a disbursement and request funds for an escrow loss that occurs after closing (i.e., funds for recording releases).

**IMPORTANT:** Review the *Escrow Tech Memo #73-2007 Escrow Loss and Recovery Process* for guidelines on requesting escrow loss checks and reporting recovered funds.

Refer to the [Escrow Administration Escrow Loss and Escrow Recovery Forms](#) page for the required forms for requesting a loss check and reporting recovered funds.

Contact Karen Phelps ([KPhelps@fnf.com](mailto:KPhelps@fnf.com)) with any questions regarding losses, recovers or the required forms.



Home > Industry > Escrow Admin > Loss & Recovery Report


### Escrow Loss And Escrow Recovery Forms

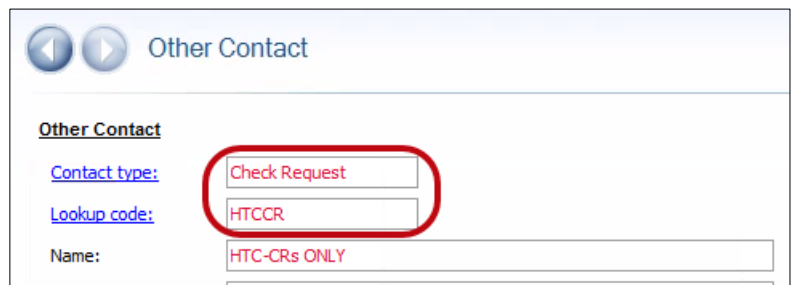
\*\*\*\*New Escrow Loss and Recovery Forms\*\*\*\*

**Loss Check Request**  
Please click on the link to complete the [Escrow Loss Form and Check Request form](#).

**Loss Recovery Form**  
You will need to match the Loss Recovery with the original Escrow Loss and Check Request Form that was completed. This will require you to do a search by Order Number or Escrow Officer/Closer. Please click on the link to complete the [Loss Recovery Form](#).

1. Navigate to the **Order Contacts** screen
2. Add an **Other** Contact,

- a) Click the **Add Contact**  icon
- b) Double-click the **Other** Contact
- c) Click the **Contact** type link
- d) Double-click the **Check Request** entry
- e) Click the **Lookup code** link
- f) Double-click the applicable entry; the available brand entry is based on your office



Other Contact

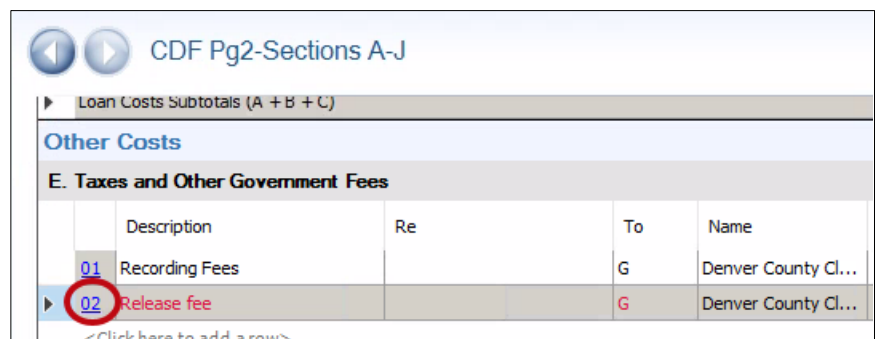
**Other Contact**

**Contact type:**

**Lookup code:**

**Name:**

3. Navigate to the **CDF Pg2-Sections A-J** screen
4. Click the **Line number** link of the applicable fee



CDF Pg2-Sections A-J

Loan Costs Subtotals (A + B + C)

**Other Costs**

**E. Taxes and Other Government Fees**

	Description	Re	To	Name
01	Recording Fees		G	Denver County Cl...
02	Release fee		G	Denver County Cl...

<Click here to add a row>

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5. In the **Paid By Others** field, enter the amount to be paid
6. Click the **Payors** tab
7. From the **Code** drop-down, select the Contact to be paid
8. From the **Process As** drop-down, select **Incoming Fund**

**E. Taxes and Other Government Fees**  
**Charges for Line 02**






Description	Re	To	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid By Others
1 Release fee		G					\$35.00

Fees Details Payors Payees

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
BA	Bonnie Buys Bunnies		<input type="checkbox"/>	<input type="checkbox"/>	BA		
SA			<input type="checkbox"/>	<input type="checkbox"/>	SA		
O	HTC-CRs ONLY	\$35.00	<input type="checkbox"/>	<input type="checkbox"/>	BA	Incoming Fund	

9. Click the **Close** button
10. Click the **Register** button


A **Pending** receipt and disbursement are created in the register.

Transactions		Notes (0)					
 		 Print and Post		 Actions	 Reports	Order Transactions	Anticipated Wires
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	CDF	
Receipts							
Posted	Receipt	1999001342	12/02/2021	\$648.00	Bonnie Buys Bunnies	1	
Pending	Receipt			\$35.00	HTC-CRs ONLY	1	
Disbursements							
Pending	Check			\$35.00	Denver County Clerk & Rec...	1	
Posted	Ledger Transfer(-)	4999000483	12/02/2021	\$475.00	Heritage Title Company	1	
Posted	Ledger Transfer(-)	4999000484	12/02/2021	\$173.00	Heritage Title Company	1	

11. Post the **Receipt**

- a) Click the **Add Transaction**  icon
- b) Double-click **Receipt**

Transactions Notes (0)

 Print and Post Actions Reports Order Transactions Anticipated Wires

Status	Type
<b>Receipts</b>	
Posted	Receipt
Pending	Receipt
<b>Disbursements</b>	
Pending	Check
Posted	Ledger Tran
Posted	Ledger Tran

**Add Transaction**

- Incoming Wire
- Interest Credit
- Miscellaneous Credit
- Receipt**
- Check
- Miscellaneous Debit
- Outgoing Wire
- Ledger Transfer(-)

OK Cancel Help

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c) From the **Receipt** window,

i. **Medium**, select the applicable entry

» **ChReq Recording** for recording release fees **only**

» **Check Request Branch Loss** for loss to branch (obtain manager approval)

» **Check Request Escrow Loss** for loss to closer

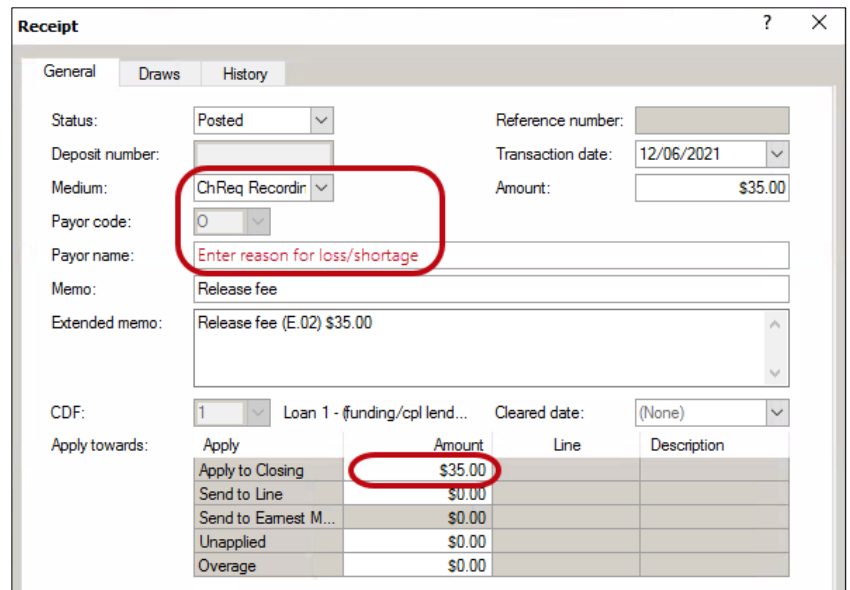
ii. **Payor code** = **O-Contact** (from **step 2**)

iii. **Payor name** = enter a reason the loss/shortage

iv. **Apply to Closing** = amount

v. Click the **OK** button

12. Post the **Pending Disbursement** as needed



Apply	Amount	Line	Description
Apply to Closing	\$35.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		