

LIFE OF A TITLE ORDER



ESCROW OFFICER CONTACTS TITLE OFFICER & OPENS THE ORDER

CUSTOMER SERVICE VERIFIES LEGAL AND VESTING
FAXES LAST RECORDED LEGAL TRANSFER DOCUMENT TO ESCROW

TITLE UNIT REQUESTS SEARCH FROM PLANT

SEARCHER EXAMINES CHAIN
AND GENERAL INDEX

REQUIRED DOCUMENTS ARE PRINTED

GENERAL INDEX IS
GENERATED FOR SELLERS

SEARCH TO HALL OF
RECORDS FOR MANUAL
SEARCHING IF NECESSARY

TITLE EXAMINER REVIEWS SEARCH PACKAGE AND WRITES
PRELIMINARY TITLE REPORT

WORD PROCESSING OPERATOR TYPES
PRELIMINARY TITLE REPORT

OCT REP. DELIVERS OR SENDS PRELIM VIA
EMAIL TO BUYER AND SELLERS AGENTS

MESSENGER SERVICE DELIVERS or SENDS
PRELIM VIA EMAIL TO ESCROW AND LENDERS

NEW DOCUMENTS/DEMANDS AND STATEMENT OF INFORMATION
SUBMITTED TO TITLE UNIT BY ESCROW

ESCROW CALLS TITLE UNIT TO SET UP FILE FOR RECORDING
AUTHORIZES RECORDING DOCUMENTS TO BE RECORDED

ADDITIONAL DATE DOWN PERFORMED AND G.I. RAN

DOCUMENTS SENT TO COUNTY RECORDERS TO RECORD THE FOLLOWING MORNING

HALL OF RECORDS NOTIFIES TITLE UNIT WITH CONFIRMATION OF RECORDING

ENCUMBRANCES OF RECORD ARE PAID OFF BY PAYOFF DEPARTMENTS

TITLE FIGURES SENT TO ESCROW BY
PAYOFF DEPARTMENT

TITLE OFFICER FAXES CONFIRMATION
AND TITLE CHARGES TO ESCROW

TITLE OFFICER SUBMITS FILE TO ACCOUNTING FOR BILLING

WITHIN 5 BUSINESS DAYS OF CLOSING, FILE IS SHIPPED TO PLANT

WORD PROCESSING OPERATOR REVIEWS FILE AND FINAL TITLE POLICIES PRODUCED

TITLE POLICIES FORWARDED TO CLIENT, LENDER AND/OR ESCROW

