

## THE TITLE SEARCH PROCESS



Customer Service verifies legal property description and how title to real property is held Preliminary order and title search are opened Preliminary search of real property is done Title search examines real property records, general index records and tax records Examiner reviews complete search package and writes preliminary report Data processor enters preliminary title information into computer and prepares preliminary report Prelims are sent to escrow and lenders New documents, demands and statement of information submitted to title company Escrow authorizes recording of new documents in the transaction Documents are recorded, confirmation of recording is received and liens of record are paid off Title officer writes title policies Data processor prepares final title policies Title policies released to client

