



“WHERE THE CUSTOMER IS OUR FIRST PRIORITY”

TITLE SEARCH Process

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