

Typical Life of a Title Search: The Process

ESCROW OFFICER OPENS TITLE ORDERS WITH TITLE TEAM.

Client Services verifies legal and vesting, if needed.

Searcher examines chain and general index.

Required documents are printed.

Examiner examines complete search package and writes Prelim Title Report.

Word Processing Department types Prelim and enters info into system.

Prelim is delivered to escrow and lender.

New documents/demands and Statement of Information submitted to title team to check for accuracy.

Escrow authorizes recording.

Documents sent to County Recorder.

Documents record and encumbrances of record are paid off. Payoff statements are prepared and sent to escrow.

Documents sent to County Recorder.

Word Processing Department prepares final title policies.

TITLE POLICIES RELEASED TO CLIENT.