

## What is Involved in Issuing a Title Policy?



### > Opening

- The Escrow Office opens a Title order with the Title Company.
- Customer Service verifies Legal and Vesting, and sends to Escrow.
- The Title order goes to the Production Department, property information is searched, recorded documents are examined, and a Preliminary Title Report is produced.
- The Preliminary Title Report is emailed to Escrow, the Real Estate Agent, and Lenders for their review.



### > Processing

- Escrow submits new documents, demands, and Statement of Information to the Title Officer; the Title Officer reviews all new information.
- The Escrow Officer sends Title all documents necessary to record the sale or refinance.
- Upon loan approval, the new lender funds the loan.
- The Escrow Officer sets up Recording with the Title Unit and provides the Title Unit with the dollar figure expected from the new lender.
- A date down is done to check for tax payments and any newly recorded items that may affect the transfer of Title and/or loss of priority.



### > Closing

- Documents are recorded at the County Clerk - Recorder's Office.
- Old loans are paid off and any proceeds are sent to Escrow.
- The Title Officer writes the Title Policies.
- The Buyer and Lender's Title Policies are typed and distributed.

