Title Department Outline

LAND TITLE COMPANY
LEADERSHIP • TRUST • COMMITMENT

Order Received from

- Realtor
- Lender
- Escrow

Enter Order

- Address
- Legal Description/ Parcel Number
- Owners Full Name
- Buyers Full Name & Vesting
- Contact Information for:
  - -Listing and Selling Agents
  - -Buyer and Seller
  - -New Lender

Chaining

- Locates Property
- Collects Data on Property from:
  - -Tract Books dating from Patent to 1991
  - -ARB files
  - -Geographic System
  - -Microfiche
  - -General and Property Index Computerized System

Examining

- Verified Legal description
- Reads collected data
- Determines what affects the property
- Write Title Commitments

Typing Department

Examining

Proofs the Title Commitment

Copy Desk

- Copies the Title Commitment
- Sends Report to:
  - Listing & Selling Agent
  - Lender & Escrow

Escrow

- Title Commitment is reviewed and cleared.
- Receive loan documents from lender
- Prepare escrow documents
- Buyer & Seller come to escrow office to sign all paperwork
- Original signed documents to recording department

Recording Department

- Reviews original documents
- Send documents to County Court House
- Send out confirmation recording numbers to escrow department
- Forwards original documents back to escrow within 2 days
- Writes up policy

Escrow

- Escrow is now closed
- Upon receipt original documents are mailed out to parties involved

Policy Typist

- Types up policy
- Mails out policy to new owner & lender