Title Search Process

LIFE OF A TITLE SEARCH

Customer service verifies legal property description & how title to real property is held

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Preliminary order & title search are opened

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Preliminary search of real property is done

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Title search examines real property records, general index records & tax records

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Examiner reviews complete search package & writes preliminary report

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Data processor enters preliminary title information into computer & prepares preliminary report

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Messenger service delivers prelims to escrow & lenders

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New documents, demands & statement of information submitted to title company

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Escrow authorizes recording of new documents in the transaction

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Documents are recorded, confirmation of recording is received & liens of record are paid off

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Title officer writes title policies

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Data processor prepares final title policies

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Title policies released to client

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