Escrow Officer Contacts Title Officer & Opens the Order

Customer Service Verifies Legal and Vesting and Sends Last Recorded Legal Transfer Document to Escrow

Title Unit Requests Search from Plant

Required Documents are Gathered

Searcher Examines Chain and General Index

Search to Hall of Records for Manual Searching if Necessary

General Index is Generated for Sellers

Title Examiner Reviews Search Package and Writes Preliminary Title Report

Preliminary Title Report is Created for Distribution to all Parties

Prelim is Delivered to Real Estate Agents involved in the Transaction

Prelim is Delivered to Escrow and Lender

New Documents/Demands and Statement of Information Submitted to Title Unit by Escrow

Escrow Calls Title Unit to Set Up File for Recording

Additional Date Down Performed and G.I. RAN

Documents Sent to County Recorders to Record

Hall of Records Notifies Title Unit with Confirmation of Recording

Encumbrances of Record are Paid off by Payoff Departments

Title Figures Sent to Escrow by Payoff Department

Title Officer Sends Confirmation and Title Charges to Escrow

Title Officer Submits File to Accounting for Billing

Within 5 Business Days of Closing, File is Shipped to Plant

The Plant or Typist Reviews File and Final Title Policies Produced

Title Policies Forwarded to Client, Lendor and/or Escrow

www.octitle.com
ORANGE COAST
TITLE COMPANY

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