TITLE SEARCH PROCESS



HOW WE HELP PROTECT YOU

Customer Service verifies legal property description & how title to real property is held Preliminary order & title search are opened Preliminary search of real property is done Title search examines real property records, general index records & tax records Examiner reviews complete search package & writes preliminary report Data processor enters preliminary title information into computer & prepares preliminary report Messenger service delivers prelims to escrow & lenders New documents, demands & statement of information submitted to title company Escrow authorizes recording of new documents in the transaction Documents are recorded, confirmation of recording is received & liens of record are paid off Title officer writes title policies Data processor prepares final title policies Title policies released to client



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