

### **Step 1 Starting the Process**

- *A sales contract is signed by the buyer and seller, and delivered to the title company of their choosing, usually accompanying an earnest money check. The escrow is accepted by the escrow agent and often confirmed with an earnest money receipt upon request. The escrow agent starts the closing process by opening a title order. The file begins to be processed with the collection of data including but not limited to obtaining loan payoff information, marital status of parties, legal documentation for corporate entities & ordering inspections.*

### **Step 2 Title Search and Examination**

- *This search is made of the public records. Records searched include deeds, mortgages, easements, assessments, liens, judgments, wills, probate court, divorce settlements and other documents affecting title to the property. Title examination is the examination of the documents found during the title search that affect the title to the property. This step verifies who the legal owner is and the debts owed against the property are determined. Upon completion of the search and examination, a title commitment/preliminary report is prepared and reviewed and sent out to interested parties including the realtor, broker, lender, attorney, seller or purchaser.*

### **Step 3 Document Preparation**

- *The closing agent will review the lender's documents & instructions, types the appropriate documents, follow the real estate contract terms and agreements, review instructions from other parties involved in the transaction and insert closing fees into the settlement statement. The escrow agent acts as a key communicator with all parties involved throughout process until file is ready to schedule and close.*

### **Step 4 Settlement or Closing of the Transaction**

- *The escrow or settlement agent oversees closing of the transaction. The seller signs the HUD, CD or settlement statement, deed, and owner's affidavit as well as miscellaneous closing documents. The buyer will sign their final CD, HUD, or settlement statement and lender documents.*

### **Step 5 Post- Closing**

- *After the signing has been completed, the escrow or settlement agent will disburse the file according to the settlement statement paying the seller's proceeds, mortgage payoffs, real estate commissions, title fees, appraisal fess, and any other bill that may have been charged on the CD or HUD. The original signed documents are then forwarded back to the buyer's lender and the original transaction documents are recorded at the recorder of deeds office in the county the property resides. Within 45 days the title insurance company will forward the new buyer the recorded deed to the property as well as their owner's title insurance premium. In the same time period, the lender will receive the original recorded deed of trust and final lender's title policy. This all happens without any further actions by the buyer, seller or realtors.*