

North American News Life of a Title Order

Escrow Officer or Real Estate Agent Contacts Title Unit and Opens Order

Customer Service verifies legal vesting and emails last recorded legal transfer document to Escrow

Title Unit requests search from plant

Searcher Examines Chain and General Index
Manual search at Hall of Records if necessary

Required documents are printed

General Index is generated for sellers

Title Examiner reviews search package and writes Preliminary Title Report

Preliminary Title Report is generated and sent by email to all parties
(alternative delivery options are available upon request)

New documents/demands and Statement of Information are submitted to Title Unit by Escrow

Escrow contacts Title Unit to set up file for Recording - authorizes Recording Documents to be recorded

One last search (referred to as "Date Down") is performed and General Index is run to verify that no new items have been recorded against the property or parties

Documents sent to County Recorders to record on following morning

Hall of Records notifies Title Unit of confirmation of recording

Title Unit emails confirmation and title charges to Escrow

Encumbrances of Record are paid off by Payoff Department

Title Unit notifies Word Processing that file is ready and final title policy is produced

Title Policy is delivered to Client, Lender and/or Escrow

North American Title Company is not responsible for any errors or omissions, or for the results obtained from the use of this information. Publish Date: February 2011. Please disregard previous versions.

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