LIFE OF A TITLE ORDER

CONTACT UNIT

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CUSTOMER SERVICE TO PROVIDE LEGAL AND VESTING AND CONFIRM THE APN

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TITLE UNIT TO OPEN ORDER IN SYSTEM

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TITLE SEARCH WILL RESEARCH PROPERTY, TAXES AND NAME SEARCHES

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FILE IS SENT TO EXAMINING DEPARTMENT TO REVIEW ITEMS TO BE DISCLOSED IN PRELIMINARY TITLE REPORT

FILE IS SENT TO TYPING DEPARTMENT. PRELIMINARY TITLE REPORT IS TYPED AND REVIEWED.

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FILE IS RETURNED TO UNIT AND FILED AWAY UNTIL DOCUMENT RECEIVED FROM CUSTOMER

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CUSTOMER TO FORWARD ORIGINAL DOCUMENTS TO RECORD, DEMANDS TO BE PAID AND INSTRUCTIONS FOR BOTH

DOCUMENTS, DEMANDS, S.I'S AND INSTRUCTIONS ARE ABSTRACTED AGAINST THE

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FUNDING AND INSTRUCTIONS TO RECORD FROM CUSTOMER

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TITLE UNIT RECIEVES FUNDS AND SENDS DOCUMENTS TO COUNTY RECORDER FOR E-RECORDING

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DOCUMENTS ARE RECORDED, DEMANDS ARE PAID, FILE IS INVOICED AND PROCEEDS ARE DISTRUIBUTED BACK TO CUSTOMER

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FILE IS SCANNED AND SENT TO TYPING DEPARTMENT

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POLICY IS TYPED, REVIEWED AND SENT OUT TO CUSTOMER

PRIORITY TITLE

"Where the Customer is our First Priority"

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