

Steps to Closing



START

Fully Executed Contract
Signed by all parties with Earnest Money check. Option fee sent to seller.



Contract Received
Per contract, contract and Earnest Money deposited with title company. Copies sent to all parties



Title Order Opened
Guaranty file number assigned. Order sent to Title Office Plant.



Title Examination
Examiner reviews documents and issues a title report.



Abstract Department
Copies made of all documents affecting title and sellers name checked.



Title Plant
Order recieved at plant, legal description checked, tax certificate ordered.



Title Information
Completed and original file is returned to closing office.



Closing Title Office
Title Commitment issued and sent to all parties. Payoff, survey, & HOA Resale Certificate ordered, if needed.



Inspections & Repairs
Inspection and repairs complete. Buyer loan approved.



Title Company
Prepares Seller's Closing Disclosure and sends to the seller for review.



Lender
Prepares Buyer's Closing Disclosure; issues final Buyer CD and closing documents to title company.



Closing Date & Time
Agents set closing date, time, and location.



Closing Day
Buyer and Seller sign all closing documents and money is collected.



Funding Authorization
Documents sent to lender for review. All parties notified upon authorization to disburse and legal documents recorded.



Policy Department
Title submits policy package of the pertinent documents. Owner's and Lender's Title Policies are prepared and delivered.

FINISH