

HOW YOUR TITLE ORDER IS PROCESSED

Title Unit OR CUSTOMER SERVICE Takes down information on subject property, answers questions, and places the title order.

2 ORDER DESK Identifies the subject property and recording materials pertaining to the property.

Collects and reviews documents and ascertains what is pertinent to the chain of title, verifies legal description and address, verifies ownership, searches for liens and encumbrances.

4 EXAMINERS Writes commitment and sends to the typist.

5 TYPIST Commitment is typed, printed and sent out.

Answer questions. Works with escrow to clear exceptions to title. Records closing documents.

POLICY Final exceptions are cleared and the final policy is issued.



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Effective 3.21.19 | ORF- 1602 Old Republic Title is providing this information as a free customer service and makes no warranties or representations as to its accuracy.

Old Republic Title strongly recommends that consumers confer with their title insurer as underwriting requirements vary among companies and further, obtain guidance and advice from qualified professionals, including attorney, specializing in Real Property, Trusts and/or Title Insurance to get more detailed, and current, information as to any particular situation affecting them.