The Life Of A Title Search (The Title Process)

First American Title Company

Escrow Officer opens title order with Title Department

Title Department verifies Legal and Vesting

Title Department orders updated Preliminary Report (Prelim) from Searching Dept

A Searcher examines computer output and determines if additional records are needed to complete the search

Engineering Department prepares map(s) and plots easements if requested

An Examiner assembles the search package and writes the Preliminary Report

Preliminary Report is delivered to Title Officer via delivery, fax or email

Title Officer examines Prelim and delivers it to Escrow Officer and Lender

New documents, payoff demands and statements of information are submitted to the Title Department

Escrow Officer requests recording from Title Department

Documents record the following morning and liens of record are paid off

Prelim is updated with the newly recorded documents and Title Policy is issued

Title Policy is released to client

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