



## SERVICES OFFERED

**ALONG WITH PROVIDING TITLE INSURANCE IN A CUSTOMER SERVICE FRIENDLY ENVIRONMENT, WE ALSO:**

- Personally pick up the contract/earnest money or send a courier
- Order the title work the day we receive the contract
- Deposit the earnest money in our escrow account
- Research the property for liens and encumbrances
- Secure a survey (either the existing from the Seller or order a new survey)
- Obtain payoff information and order any payoff statements needed
- Secure a copy of the Homeowners Insurance from either the lender or the buyer
- Send the title commitment, tax certificate, wire information, and survey to the lender within 24 hours of receiving the title work
- Prepare a preliminary HUD-1 and send to the listing agent 5 days prior to closing
- Prepare a final HUD-1 within one hour of receiving loan documents
- Close both sides of the transaction and disburse the money as requested by all parties in the transaction
- Fax/e-mail documents to the lender to get funding authorization immediately after we have all parties' signatures
- Deliver commission check

**OTHER SERVICES INCLUDE:**

- Training classes
- MCE classes
- Bilingual closer
- Spanish translator
- Off-site closings
- Property searches
- Marketing tools (available on website)
- Monthly newsletters