



PATH OF A PRELIMINARY REPORT TO A CHICAGO TITLE POLICY

Escrow Officer, Lender, Agent, Principal or Attorney opens the Title Order with Chicago Title for the Customer.

❖ Please Note:

This is an example of a simple title order, identifying the most basic elements in a title search. More complex situations can and do occur.

If you need assistance with a more difficult transaction, please contact your Chicago Title representative and they will be happy to assist you.

Engineering Department for Legal requests such as plotted easements or legal approval.

As needed, court opinions, copies of CC&Rs, and/or Hall of Records searches are performed.

LENDER

Lender submits instructions and prepares to fund the subescrow account at Chicago Title on behalf of the borrower after stated conditions are met.

TITLE UNIT
Title Unit opens the order based upon property information provided by the customer. Virtually every department at Chicago Title can track the progress of the title order by way of advanced SPS computer system technology.

Customer Service to verify Legal and Vesting.

SEARCH DEPARTMENT
Title Technician performs computer search to capture records of property taxes; chain of title documents affecting the subject property; and General Index records affecting persons or companies which hold an interest in the subject property. Records are assembled and forwarded to the Title Examiner.

❖ Helpful Tip:

R.E. Professionals can save processing time by supplying the Property Profile when transaction goes in to escrow.

TITLE EXAMINER
Examiner reviews the chain of title and other search documents to determine the ownership, legal description and record title matters that affect the subject property. The preliminary title report is typed by the examiner.

May request review by Advisory Title Officer when unusual conditions are present.

Advisory Title Officer makes underwriting decisions, waives exceptions or raises requirements.

REPORT DISTRIBUTION
The Preliminary Report, and any requested supporting documentation, is mailed, delivered or emailed according to the instructions provided by the customer. The completed title file is forwarded to the Title Unit.

ESCROW OFFICER

Principals of transaction.

TITLE UNIT
Title Unit is available to discuss any title matter that may arise during the course of the transaction. Documents relating to the transaction, including statements of information, recording documents, lenders instructions and payoff demands, are reviewed in anticipation of the closing. A final "date down" of the property records is reviewed prior to recording. Upon recording instruction from the escrow and receipt of funds from the lender, the recording documents are submitted to the County Recorder. Upon confirmation of the recording from the County Recorder, the title unit forwards the title file to the policy typing department.

Escrow coordinates demands, requests (S.I.) Statement of Information from principals, prepares documents for recording.

POLICY TYPING
The final title policy is prepared according to the title unit's instructions and mailed to the appropriate parties involved in the transaction. Completed file is forwarded to the storage facility.