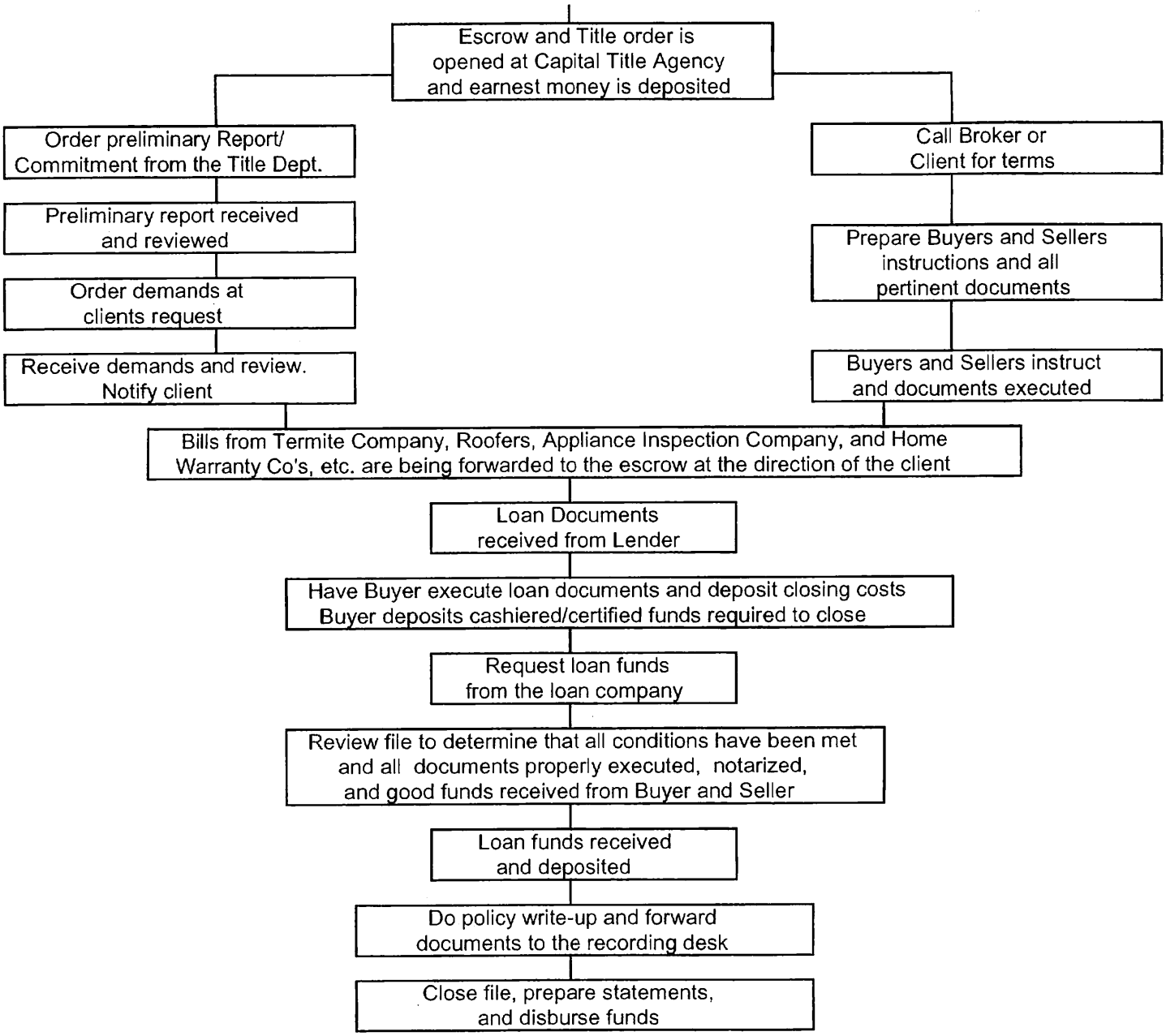
Escrow and Title order is opened at Capital Title Agency and earnest money is deposited
Order preliminary Report/ Commitment from the Title Dept.
Preliminary report received and reviewed
Order demands at clients request
Receive demands and review. Notify client
Call Broker or Client for terms
Prepare Buyers and Sellers instructions and all pertinent documents
Buyers and Sellers instruct and documents executed
Bills from Termite Company, Roofers, Appliance Inspection Company, and Home Warranty Co's, etc. are being forwarded to the escrow at the direction of the client
Loan Documents received from Lender
Have Buyer execute loan documents and deposit closing costs Buyer deposits cashiered/certified funds required to close
Request loan funds from the loan company
Review file to determine that all conditions have been met and all documents properly executed, notarized, and good funds received from Buyer and Seller
Loan funds received and deposited
Do policy write-up and forward documents to the recording desk
Close file, prepare statements, and disburse funds