



The Closing Process Steps

**PROCESS STARTS
HERE**

**Lender
Responsibilities**

**Tiago Title
Responsibilities**

CONTRACT

Lender begins loan application process

Received by Tiago Title and distributed by Closer

Credit history, appraisal, employment verification (current and previous), verification of sufficient funds to close

Abstract plant, title search, examination and tax search

Information gathered and packaged

Issuance of commitment for title insurance

Buyer submitted for approval, conditions may be given

Distribution and review of commitment for title insurance by closer

Conditions met (if any), buyer approved

Tiago Title receives closing instructions from lender

Settlement statements prepared, final closing documents ordered and reviewed for accuracy

**CLOSING AND
FUNDING**

Review includes: follow up by closer on tax report, survey, Seller's Disclosure, payoff, insurance, loan documentation and assistance to Seller on Schedule C curative items

Title search includes: history of property owners of record, voluntary liens, easements, restrictions, leases, other clouds of title. A search of current and former owner names for bankruptcies, involuntary liens, divorce and other suits, probate proceedings, heirship affidavits and other items affecting title.

