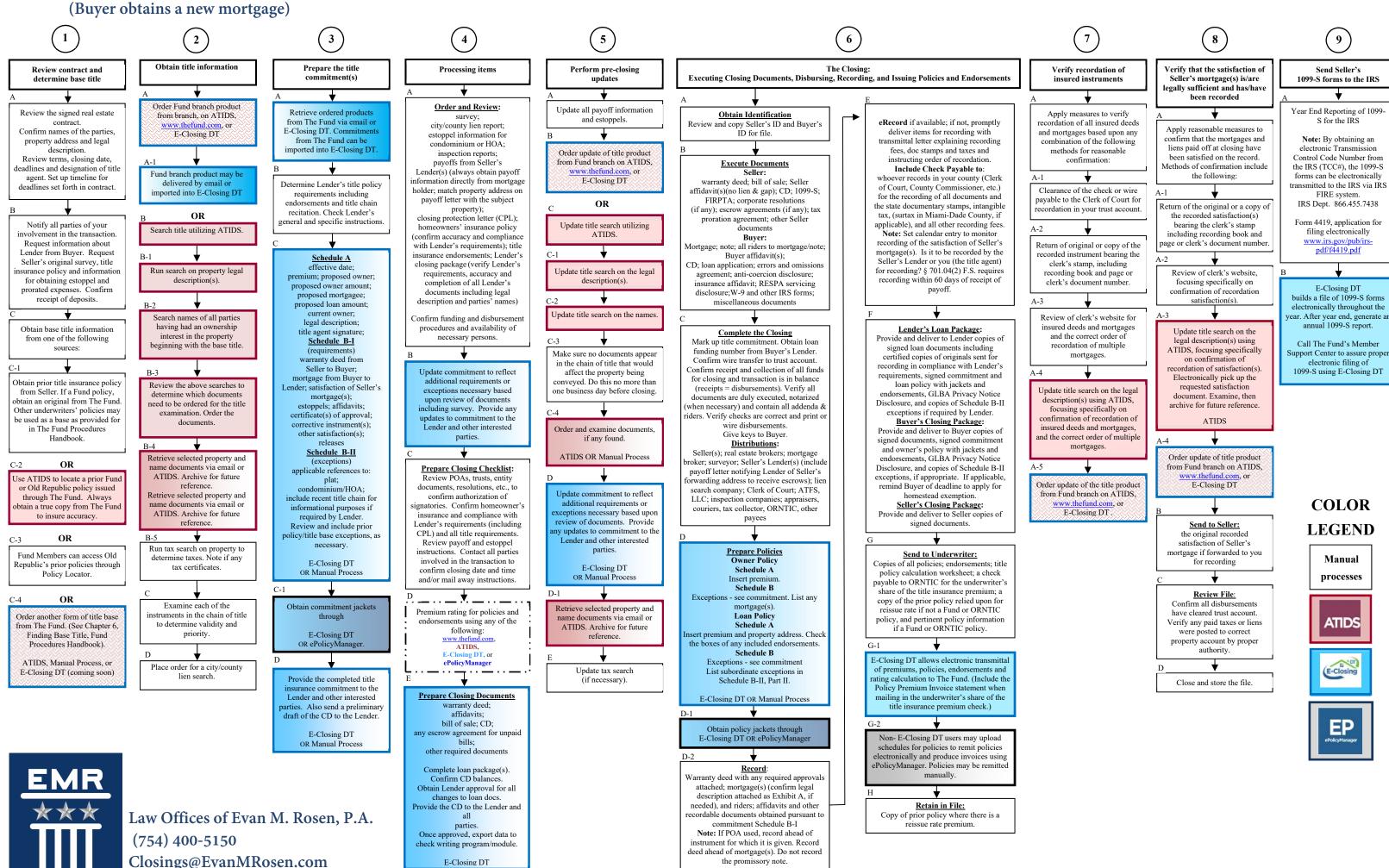
CLOSING FLOWCHART: RESIDENTIAL SALE

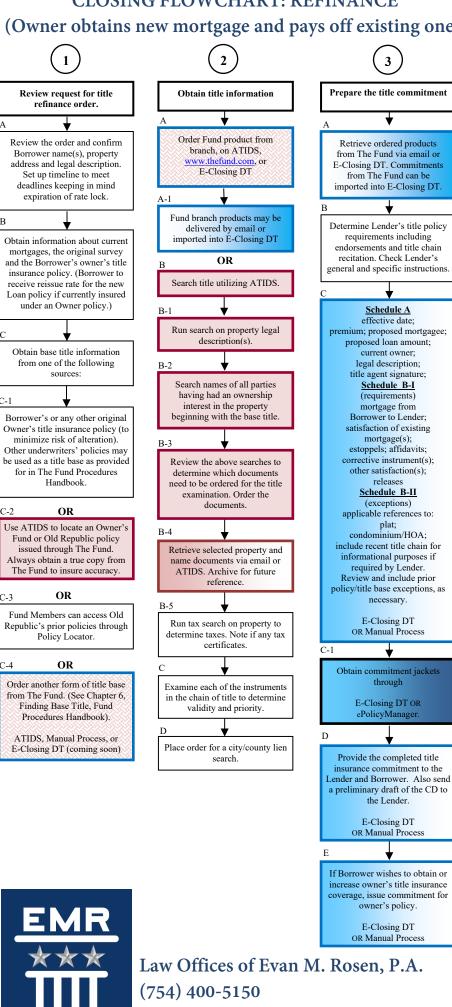


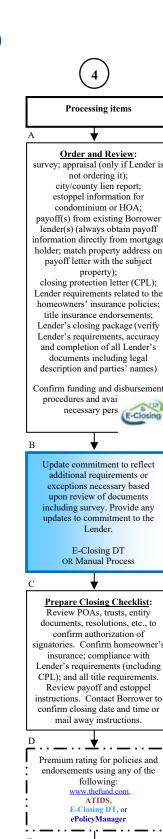
the promissory note.

E-Closing DT

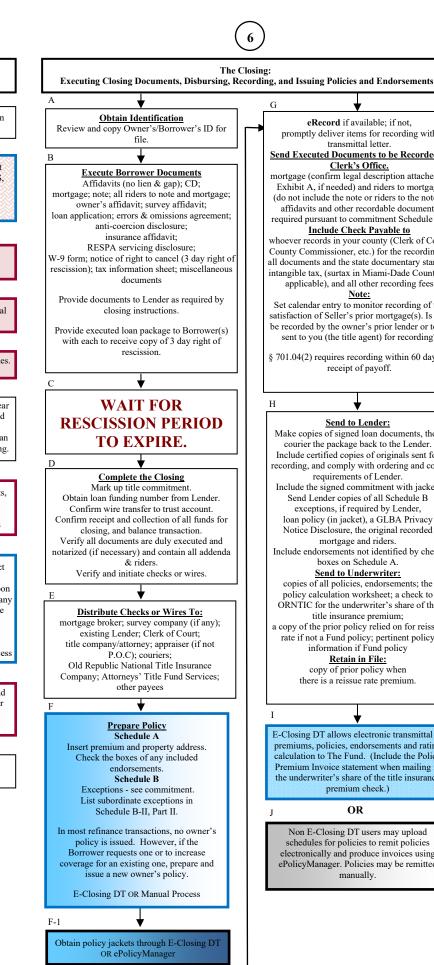
CLOSING FLOWCHART: REFINANCE

(Owner obtains new mortgage and pays off existing one.)





5 Perform pre-closing updates Update all payoff information and estoppels. Order update of title product from Fund branch on ATIDS. www.thefund.com, or E-Closing DT OR Update title search utilizing ATIDS. Update title search on the legal description(s). Update title search on the names Make sure no documents appear in the chain of title that would affect the property being conveyed. Do this no more than one business day before closing. Order and examine documents, if any found ATIDS OR Manual Process Update commitment to reflect additional requirements or xceptions necessary based upor eview of documents. Provide any updates to commitment to the Lender and other interested E-Closing DT OR Manual Proces Retrieve selected property and name documents via email or ATIDS. Archive for future reference Update tax search (if necessary).



eRecord if available; if not, promptly deliver items for recording with transmittal letter Send Executed Documents to be Recorded at Clerk's Office. mortgage (confirm legal description attached as Exhibit A, if needed) and riders to mortgage (do not include the note or riders to the note.): affidavits and other recordable documents required pursuant to commitment Schedule B-I Include Check Payable to whoever records in your county (Clerk of Court, County Commissioner, etc.) for the recording of all documents and the state documentary stamps ntangible tax, (surtax in Miami-Dade County, if applicable), and all other recording fees Note: Set calendar entry to monitor recording of the satisfaction of Seller's prior mortgage(s). Is it to be recorded by the owner's prior lender or to be sent to you (the title agent) for recording? 701.04(2) requires recording within 60 days of receipt of payoff. Send to Lender: Make copies of signed loan documents, then courier the package back to the Lender. Include certified copies of originals sent for recording, and comply with ordering and copy requirements of Lender. Include the signed commitment with jacket Send Lender copies of all Schedule B exceptions, if required by Lender, loan policy (in jacket), a GLBA Privacy Notice Disclosure, the original recorded mortgage and riders. Include endorsements not identified by check boxes on Schedule A. Send to Underwriter: copies of all policies, endorsements: the policy calculation worksheet; a check to ORNTIC for the underwriter's share of the title insurance premium: a copy of the prior policy relied on for reissue rate if not a Fund policy; pertinent policy information if Fund policy Retain in File: copy of prior policy when there is a reissue rate premium. E-Closing DT allows electronic transmittal of premiums, policies, endorsements and rating calculation to The Fund. (Include the Policy Premium Invoice statement when mailing in the underwriter's share of the title insurance premium check.)

Verify recordation of insured instruments Apply measures to verify recordation of all insured mortgages based upon any combination of the following methods for reasonable confirmation Clearance of the check or wire payable to the Clerk of Court for recordation in your trust account. Return of original or copy of the recorded instrument bearing the clerk's stamp, including recording book and page or clerk's document number. Review of clerk's website for insured mortgage and the correct order of recordation of multiple mortgages. Update title search on the legal description(s) using ATIDS. focusing specifically on confirmation of recordation of archive for future reference. insured mortgage, and the correct order of multiple mortgages. Order update of the title product from Fund branch on ATIDS, or E-Closing DT

Verify that the satisfaction of Borrower's mortgage(s) is/are legally sufficient and has/have been recorded

Apply reasonable measures to confirm that the mortgages and liens paid off at closing have been satisfied on the record. Methods of confirmation include the following:

bearing the clerk's stamp

Return of the original or a copy of the recorded satisfaction(s) including recording book and page or clerk's document number

Review of clerk's website. focusing specifically on confirmation of recordation satisfaction(s).

Update title search on the legal description(s) using ATIDS, focusing specifically on confirmation of recordation of satisfaction(s). Electronically pick up the requested satisfaction document. Examine, then

ATIDS

Order update of title product from Fund branch on ATIDS www.thefund.com, or E-Closing DT.

Send to Borrower: the original recorded satisfaction of Borrower's mortgage if forwarded to you for recording

Review File: have cleared trust account Verify any paid taxes or liens were posted to correct property account by proper authority.

Close and store the file

COLOR LEGEND

Manual









Closings@EvanMRosen.com

Prepare Closing Documents CD; any escrow agreement for unpaid bills:

other required documents

Complete loan package(s). Confirm CD balances. Obtain Lender approval for all changes to loan docs. Provide the CD to the Lender and

Once approved export data to check writing program/module

E-Closing DT

OR

Non E-Closing DT users may upload schedules for policies to remit policies electronically and produce invoices using ePolicyManager. Policies may be remitted manually