**REFI – TITLE CERTIFICATE ONLY**

|  |  |  |
| --- | --- | --- |
| **FILE #:** | **{{RECTRANSACTIONID}}** | **CLOSING:** \_\_\_\_\_\_\_\_ |
| **BORROWER:** | **{{BYRCOMMA}}** |  |
| LENDER: | {{LENLEGAL}} | {{lencont}}  {{lENph}}  {{loanprcr}}  {{lproph}} |
| PROPERTY: | {{BLEGAL1}} {{BLEGAL2}} {{BLEGAL3}} |

**Closing at BBE**

**NEED:** Title Search – **ALWAYS ORDER 32 YEAR SEARCH**

**Document Preparation:**

□ Preliminary Title Certificate

□ HUD (Fees below)

$400.00 Title Certificate Fee (unless one of our builders)

$\_\_\_\_\_\_ Title Search Fee

$\_\_\_\_\_\_ Attorney and/or Doc Prep Fee

$20.00 Admin. Fee

**Post Closing:**

□ Record DOT

□ Order Bringdown/Recertification on title

* After recording DOT and/or WD, make sure those instruments are available for viewing on website before ordering bringdown, otherwise it won’t be included in CTIC’s recert. VERIFY that all releases have been filed/liens released BEFORE ORDERING BRINGDOWN.
* If lender doesn’t intend on releasing one of their own prior liens, then their current DOT will be secondary to their first (and so on - - if more than one outstanding DOT)

□ Disburse

□ Prepare Final Title Certificate

* Send original recorded DOT/AOR with final TC.