**REFI – TITLE CERTIFICATE ONLY**

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

**Closing at bank**

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

**Document Preparation:**

□ Preliminary Title Certificate

□ Invoice (Fees below)

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

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

$20.00 Admin. Fee

**Post Closing:**

□ Disburse

□ Pull copies of recorded DOT & release(s) of prior lien(s).

□ Order Bringdown/Recertification on title

* If we are recording DOT, etc. make sure that instrument is available for viewing on website before ordering bringdown, otherwise it won’t be included in CTIC’s recert. Bank is responsible for ensuring all prior liens are released. IF LENDER WANTS FIRST POSITION FOR THEIR CURRENT DEED OF TRUST, **VERIFY LENDER HAS TAKEN ACTION TO ENSURE PRIOR LIENS HAVE BEEN RELEASED BEFORE ORDERING BRINGDOWN.**
* If lender isn’t 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)

□ Prepare Final Title Certificate

* If lender sends us the original DOT for recording, then include the original recorded docs with final TC.