

Life of a Refinance Escrow

Receive and review Refinance Title & Escrow Order form

Order Preliminary Title Report

Send out Opening Letters to Borrowers

Receive and review Preliminary Title Report

Order loan payoff statements & Clear other title exceptions

Order Insurance Binder (proof of coverage) if necessary

Receive and review loan documents

Prepare Closing Statements and Escrow documents

Obtain signatures on documents and funds due to close

Return loan documents to lender for review

Forward documents to be recorded to title company or department for review

Receive authorization from lender to record and fund and then authorize title company to record

Receive loan funds

Receive confirmation of recording ("rechecks")

Disburse all funds and forward any final documents to all parties

