

Document Research and Retrieval Service

Expert assistance from an experienced and reliable source

Title Verification Fee: \$25.00 per loan, plus third party costs. Obtain copies and/or county certified documents:

- ◆ Deeds of trust
- ◆ Mortgages
- ◆ Grant deeds
- ◆ Assignment of Security Instruments
- ◆ Reconveyances
- ◆ Consolidations/Modifications
- ◆ Legal descriptions
- ◆ Parcel/APN numbers

Title Policy Fee: \$50.00 per loan, plus third party costs. Obtain the following documents:

- ◆ Duplicate of original title policy
- ◆ Title policy corrections
- ◆ Title policy endorsements
- ◆ Plat maps

Highlights of Document Research Tracking Program

- ◆ Customer data can be downloaded in ASCII and most spreadsheet formats, or keyed manually
- ◆ Required documents are checked off and requested by Fax from our nationwide database of abstracters
- ◆ All files are assigned a seven-day follow up date, which is continuously updated until completion
- ◆ Status reports are customized in response to customer requests
 - ◇ New fields can be added to program (example: to correspond to customer software)
 - ◇ New reports can be created to support department needs
- ◆ Report results can be exported as ASCII, Lotus, Excel, dBase or Quatropro files
- ◆ Customized reports can include any combination of the following:
 - ◇ Aging statistics
 - ◇ Type of documents requested
 - ◇ Research results by date and/or document type
 - ◇ Billing figures
 - ◇ New fields added at customer request
 - ◇ Causes for delay, if applicable