



THE CLOSING PROCESS

STEP 1



Contract and earnest money (if applicable) are submitted to our office.

STEP 2



Our Contract Coordinator will enter the new order in our software. Contract is received and emailed to all parties.

STEP 3

File is moved to the Examining Department - Title Search and Examination are completed.

During this time the Inspection and Appraisal (if applicable) are completed.

STEP 4



Title Examiner emails all parties the Title Commitment for review.

STEP 5



Title Examiner and/or Closer work to clear curative needs related to title, if any.

STEP 6

File is moved to the Escrow Department:
The Closer coordinates the time and date with all parties for closing.

STEP 7



The Closer will prepare documents for closing.

STEP 8



Closing day documents are signed and keys are exchanged.

STEP 9

The documents are sent to the County Clerk and recorded in the public records to complete the transaction.

STEP 10

File is moved to our policy department: The policy will be written and original documents mailed to the buyer and/or lender.

For more information & Title resources, please visit our website: www.BurlesonCountyTitle.com

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