Title & Settlement Workflow

Sales Support

Dedicated Lender Team to provide answers and support for any and all inquiries.

Application

Services may be ordered and returned via:

Web portal, System integration or Fax/Phone/E-mail

All services are initiated within 90 minutes of order receipt

ESS returns a confirmation of order with expected title commitment delivery date

Title Production

Commitment delivered along with:

- CPL naming Lender as insured
- Title bill itemized by HUD line;
- List of prior to closing conditions

DEDICATED CLEARANCE TEAM

Individuals dedicated to the sole purpose of proactively clearing all title conditions required prior to closing for each title commitment.

Dedicated Lender Team

Welcome Call

-Introduction call to borrower
-Central point of communication with borrower

Schedule Closing

Borrower contacted prior to closing to explain process and verify all at close conditions, fees and distributions.

Closer scheduled and Lender closing activity profile communicated

Closing

Document Preparation and transfer to closer

Prepare HUD 1 settlement statement and QC bank docs according to Lender's closing instructions

Closing

Closing to take place at time and location most convenient to the client

Post Closing Quality Control

Closer confirms closing. Executed documents scanned and e-mailed by closer to Lender team for: review, quality control, and approval to ship

Closing package return

Closer ships original documents to the appropriate Lender funder. All recordable documents and affidavits are returned directly to ESS.

Recording

All recordable documents are sent to the appropriate county clerk

Funding

Closed file review

Team member confirms all bank stipulations have been addressed and resolved

Reconciliation of Funds

Team member verifies and reconciles wire amount

Release of Funds

Distribution of loan proceeds according to HUD/ bank instructions

Policy

Policy is issued and delivered insuring Lender in the appropriate lien position

Recordation Confirmation

Proper and timely recordation is confirmed by ESS

Equity Settlement Services Inc.