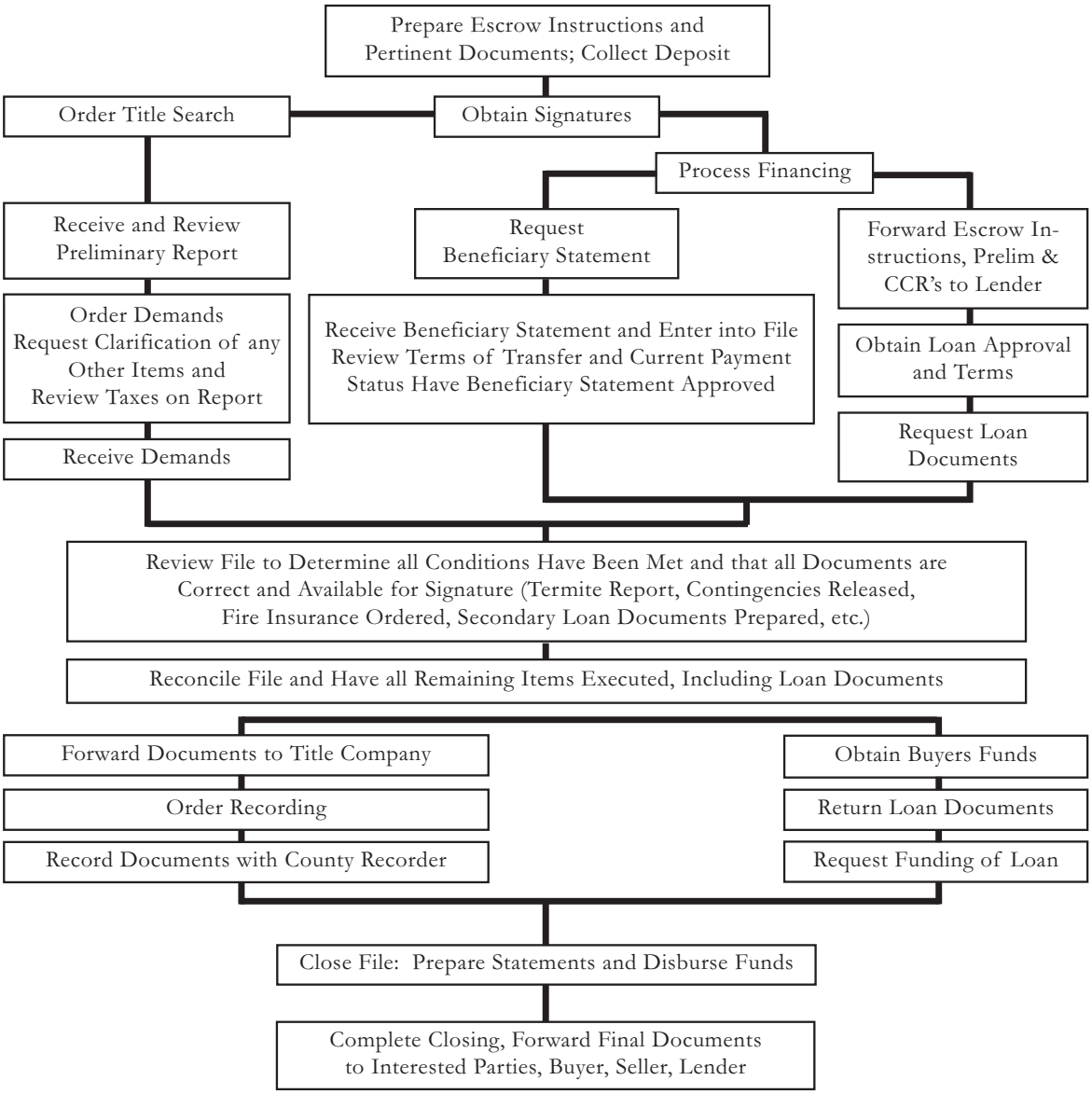
Prepare Escrow Instructions and Pertinent Documents; Collect Deposit
Order Title Search
Obtain Signatures
Process Financing
Receive and Review Preliminary Report
Request Beneficiary Statement
Forward Escrow Instructions, Prelim & CCR's to Lender
Order Demands Request Clarification of any Other Items and Review Taxes on Report
Receive Beneficiary Statement and Enter into File Review Terms of Transfer and Current Payment Status Have Beneficiary Statement Approved
Obtain Loan Approval and Terms
Request Loan Documents
Receive Demands
Review File to Determine all Conditions Have Been Met and that all Documents are Correct and Available for Signature (Termite Report, Contingencies Released, Fire Insurance Ordered, Secondary Loan Documents Prepared, etc.)
Reconcile File and Have all Remaining Items Executed, Including Loan Documents
Forward Documents to Title Company
Order Recording
Record Documents with County Recorder
Obtain Buyers Funds
Return Loan Documents
Request Funding of Loan
Close File: Prepare Statements and Disburse Funds
Complete Closing, Forward Final Documents to Interested Parties, Buyer, Seller, Lender