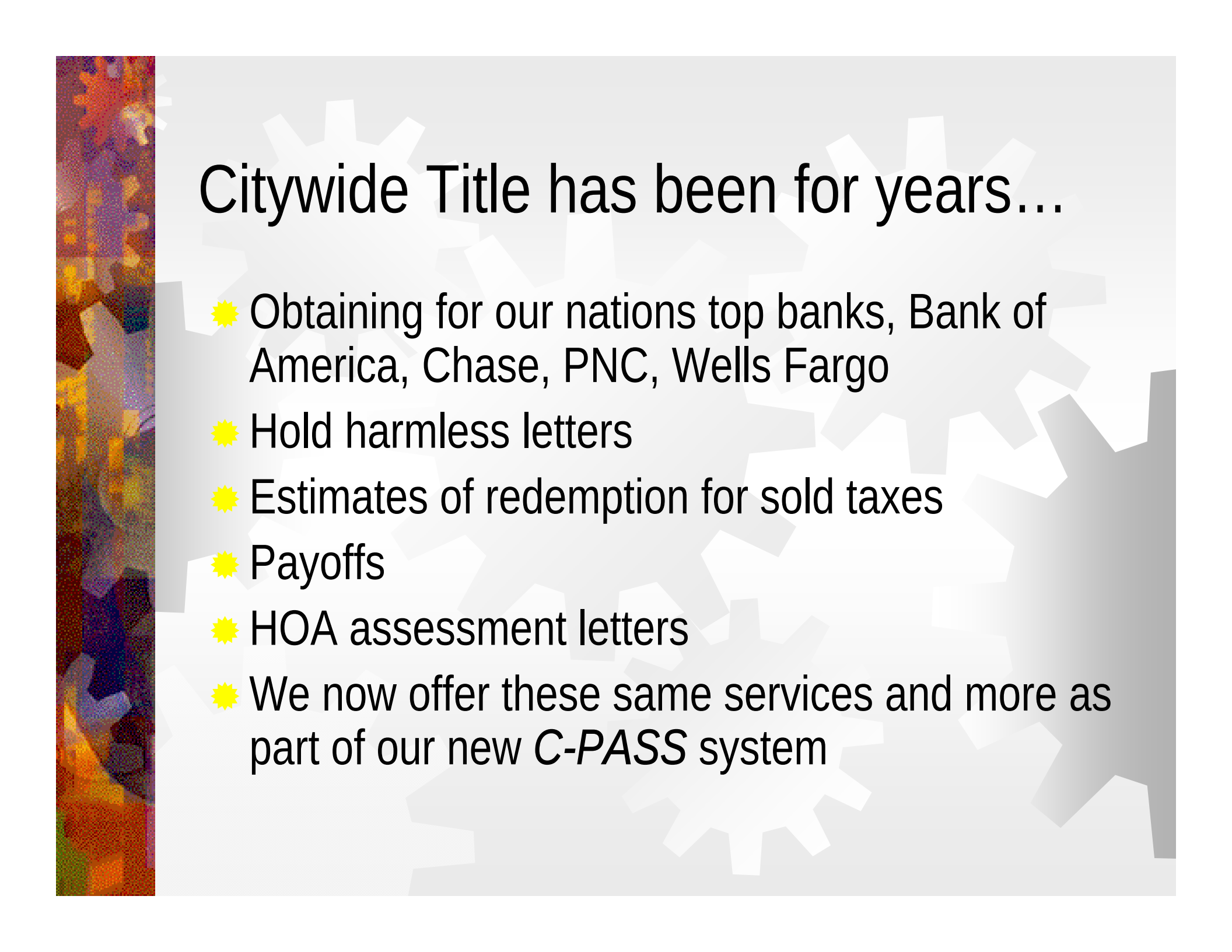




C-PASS

Citywide – Pro Active Settlement System



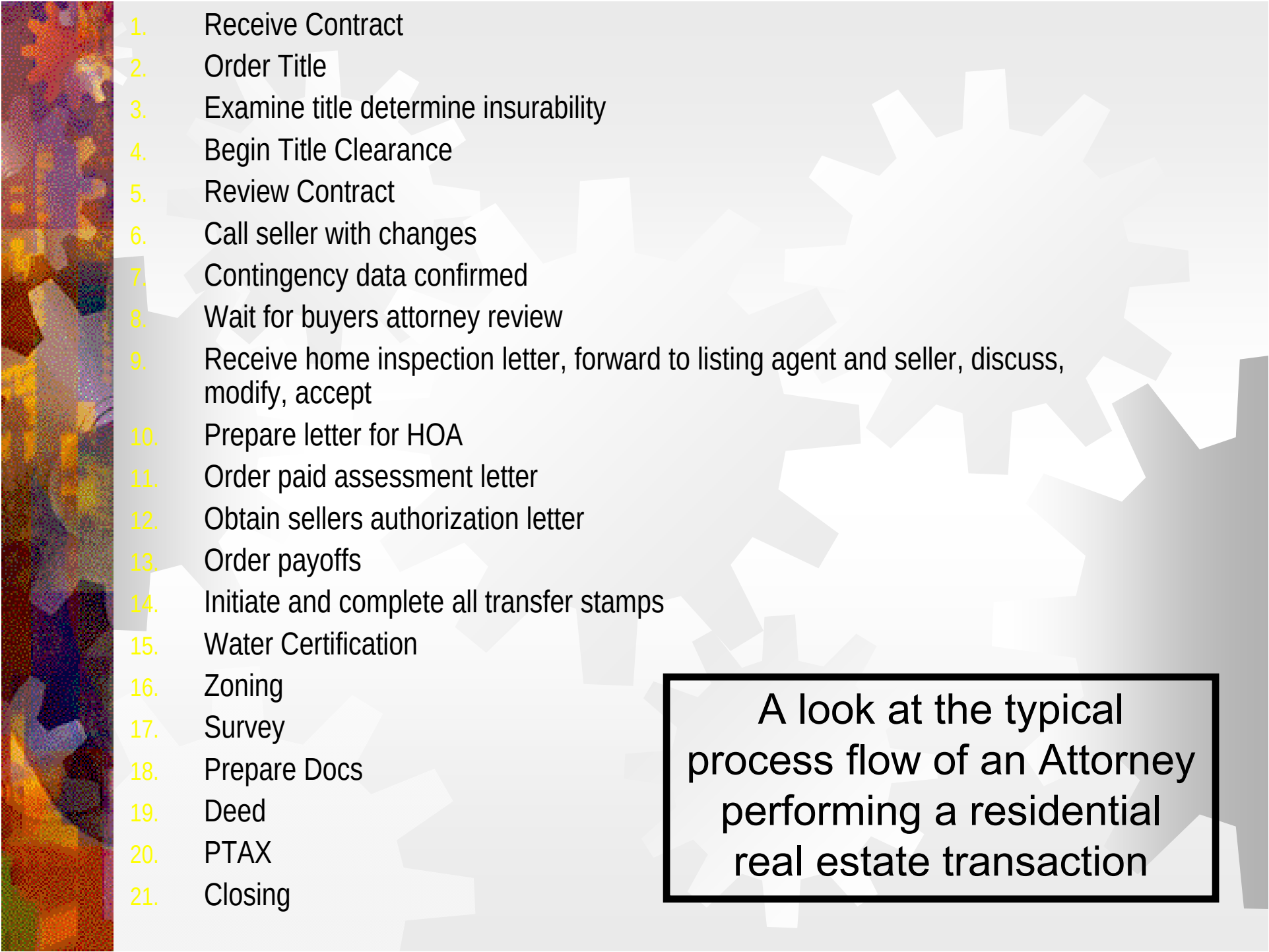
Citywide Title has been for years...

- ✦ Obtaining for our nations top banks, Bank of America, Chase, PNC, Wells Fargo
- ✦ Hold harmless letters
- ✦ Estimates of redemption for sold taxes
- ✦ Payoffs
- ✦ HOA assessment letters
- ✦ We now offer these same services and more as part of our new *C-PASS* system



C-PASS

- ☀ Re-Engineers the Purchase Transaction
- ☀ Frees the attorney from being bogged down with excess paper work
- ☀ Allows attorney to better serve their clients by freeing their time to focus strictly on the legal aspects of the transaction

- 
1. Receive Contract
 2. Order Title
 3. Examine title determine insurability
 4. Begin Title Clearance
 5. Review Contract
 6. Call seller with changes
 7. Contingency data confirmed
 8. Wait for buyers attorney review
 9. Receive home inspection letter, forward to listing agent and seller, discuss, modify, accept
 10. Prepare letter for HOA
 11. Order paid assessment letter
 12. Obtain sellers authorization letter
 13. Order payoffs
 14. Initiate and complete all transfer stamps
 15. Water Certification
 16. Zoning
 17. Survey
 18. Prepare Docs
 19. Deed
 20. PTAX
 21. Closing

A look at the typical
process flow of an Attorney
performing a residential
real estate transaction



Settlement Agent Services Performed

1. Begin Title Clearance using the email checklist provide to the Attorney Agent and reviewed by Attorney Agent
2. Obtain Releases
3. Hold Harmless letters
4. Estimate of redemption for sold taxes
5. Prepare letter for HOA
6. Order paid assessment letter
7. Order payoffs
8. Initiate and complete all transfer stamps
9. Water Certification
10. Zoning
11. Survey
12. Prepare Docs
13. Closing

Attorney Agent Services Performed

Receive contract
Order title
Examine title determine insurability
Review contract
Call seller with changes
Contingency data confirmed
Wait for buyers attorney review
Receive home inspection letter,
Forward to listing agent and seller,
Discuss, modify, accept
Deed
Closing