Prepare Escrow Instructions and Pertinent Documents. Obtain Signatures. Order Title Search. Process Financing. Request Beneficiary Receive and Review Request or Prepare New Preliminary Report. Statement. Loan Application. Request Beneficiary Obtain Loan Approval Statement and Enter Into File. and Determine That Receive Demands (If Any). Review Terms of Transfer Terms Are Correct. Request Clarification of and Current Payment Status. Other Liens (If Any) and (Is Prior Approval Review Taxes on Report. Necessary to Record?) Request Loan Documents. Receive Demands and Enter Into File. Review File to Determine That All Conditions Have Been Met and That All Documents Are Correct and Available For Signature. (Termite Inspection, Contingencies Released, Fire Insurance Ordered, Additional Documents (Second Deed of Trust, Bill of Sale, Etc.) Have Been Prepared). Figure File and Request Signature on All Remaining Documents. Forward Documents Obtain Funds From Buyer. Return Loan Documents. to Title Company. Request Loan Funds. Funds. Order Recording. Close File, Prepare Statements and Disburse Funds. Complete Closing. Forward Final Documents To All Interested Parties (Buyer, Seller, Lender).