

# TITLE AUDIT

Auditor:

Agent:

Date:

File #

ATGF File #

Owners Policy #

Owners Policy liability

Owners Policy premium

Owners Policy effective date

Lenders Policy #

Lenders Policy liability

Lenders Policy premium

Lenders Policy effective date

Agree Property Descriptions

YES NO

Agree Exceptions

YES NO

Search Adequate

YES NO

Agree Seller's Name to Deed and Title Report

YES NO

Agree Purchaser's Name to Deed, etc.

YES NO

Agree Mortgagee's Name to Mortgage, etc.

YES NO

Satisfaction of Liens/Requirements Met

YES NO

Affidavit of Mechanics Liens

YES NO

Tax Information/certificate/clauses on Commitments and Policies

YES NO

Review Execution and Recording of Documents

Review Survey Exceptions and Survey

Search Date at Exam

Search Date at Update

Closing Date

Recording Date

Endorsements

ATGF Check Number and Amount:

Check #

Amount:

County

Premium Calculation Correct

YES NO

Review Affidavit of Debts & Liens, etc.

Address/"For Informational Purposes Only"

YES NO

Agent Signing Policies

YES NO

**Comments:**

# ***ESCROW AUDIT***

## **RECOMMENDED FILE ORDER**

### **LEFT SIDE OF FILE: (TOP TO BOTTOM)**

- Balance Sheet
- Copies of all checks issued
- Worksheet/or computer generated worksheet
- Copy of all incoming checks
- Copy of all deposits
- Copy of all incoming and outgoing wires
- Copy of funding figures from lender
- Phone log

### **RIGHT SIDE OF FILE:**

- Copy of water and sewer utility agreement (if escrow hold is necessary)
- Copy of any escrow instructions for holdbacks
- Copy of Recording Transmittal
- Copy of recorded documents (In order of recording)
- Copy of drivers license
- Copy of 1099
- Original Hud-I Settlement Statement
- Original Sellers Statement
- Original Buyers Statement
- Original Closing Instructions
- Original Tax Agreement
- Original Utility Agreement
- Copy of sellers documents, including approved copies of bills, etc.
- Copy of buyers documents, including approved copies of bills, etc.
- Copy of Funding Letter/Lender Transmittal
- Copy of insurance policy
- Copy of all lenders documents
- Copy of all bills to be paid through closing
- Copy of all payoff statements
- Copy of demand letters (payoffs, homeowners' status, etc.)
- Copy of Commitment and Request for Update
- Copy of contract with all addendums on top
- Copy of order sheet