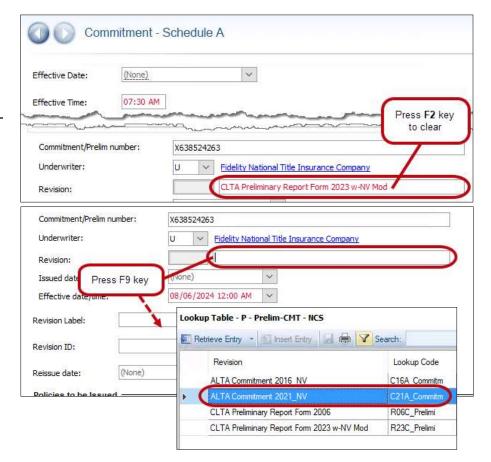


## **Converting a Prelim to a Commitment**

Follow these steps to convert a prelim to a commitment.

- Navigate to the Commitment –
   Schedule A screen
- 2. Click in the **Revision** field
- Press the F2 key to clear CLTA
   Preliminary Report Form 2023 w NV Mod
- 4. Press the **F9** key to open the **Lookup Table**
- Double-click the ALTA Commitment 2021-NV entry



Once returned to the **Commitment – Schedule A** screen.

6. Change the **Effective date** entry, if needed



#### Adding Requirements/Exceptions from the Template

7. From the **Order** ribbon, click the **Overlay Order** button



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Dated: 08,30,2024



lay Requirements or Exceptions

# COMMERCIAL: COMMITMENTS - NV - NCS FNT LAS VEGAS

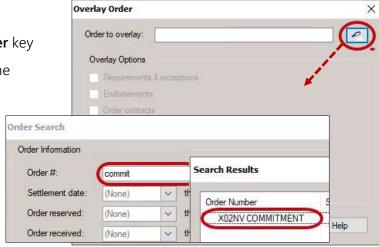
Overlay Order

Order to overlay:

Overlay Options

# **Converting a Prelim to a Commitment**

- 8. Click the **Search** icon
- 9. In the **Order** # field, enter *commit*; press the **Enter** key
- 10. From the Search Results window, double-click the **Commitment** template



11. Once returned to the **Overlay Order** window, check the Requirements & exceptions check box

The Overlay Requirements or Exceptions window immediately opens.

COM1: Instrument creating the estate or interest to be insured must be executed and filed for record, to wit. [ ]

COM2: The Proposed insured must notify the Company in vetting of the raise of any party not referred to in this Commitment who is

(138: Pay the operatums, fees, and charges for the Policy to the Company,

138: Pay the presuman, fees, and charges for the Policy to the Company,

138: Pay the presuman, fees, and charges for the Policy to the Company,

138: Decuments suitisfactory to the Company that convey the The or create the Mortgage to be insured, or both, must be propell

0. COM8: Notice: Please be aware that due to the conflict between federal and state laves concerning the cultivation, distribution, or

1. COM9: Original note, deed of that and properly signed request for full reconveyance, or the executed full reconveyance for the file

2. COM8: Pay the demandally of the following items:

3. COM9: Payment of all Fees due the Company at the time of closing,

4. COM10: Additional requirements will be made when the Company is provided with the complete name and about of the proposed

5. COM10: PENDER COM17.THE ESCHOW OF PECE FOR WHITHIS INSTRUCTIONS. Excess No.

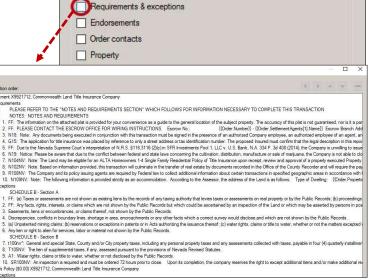
5. COM10: PENDER COM17.THE ESCHOW OF PECE FOR WHITHIS INSTRUCTIONS.

7. COM16: Yes Application for this insurance was placed by reference to only a street address or tax derestication number. Execut.

7. COM16: Yes Application for this insurance was placed by reference to only a street address or tax derestication number. Execut.

18. COM15: The Company and its policy issuing agents are required by Federal law to collect additional information about certain

1. b.C.1. Any detact, Iven, encounterace, adverse claim or other matter that appears for the first time in the Public Records or is created, ... 2 bTC2. (a) Taxes or assentines that are not shown as existing less by the records of any taxing subnity that levest states or assessment and the public states of the state of the stat



02CA COMMITMENT

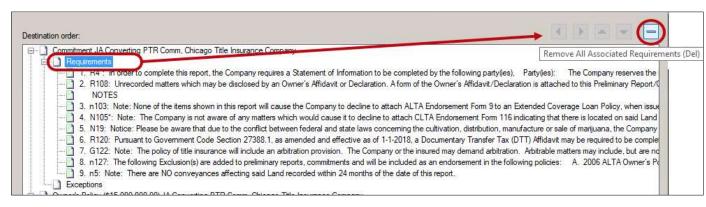
- 12. In the **Destination order** section (right side), select the **Requirements** entry
- 13. Click the **Remove Requirements** icon; this removes all associated requirements
- 14. Click **Yes** to confirm removal

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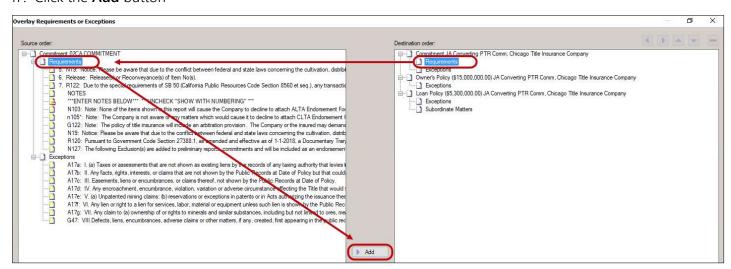
0



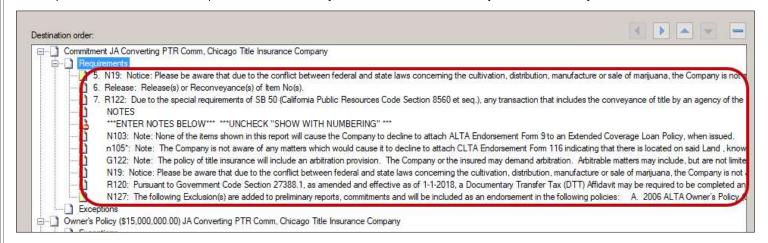
## **Converting a Prelim to a Commitment**



- 15. While still in the **Destination order** section, select the **Requirements** entry
- 16. In the **Source order** (left side), select the **Requirements** entry
- 17. Click the **Add** button



All Requirements from the template are added to your order below the Requirements entry.

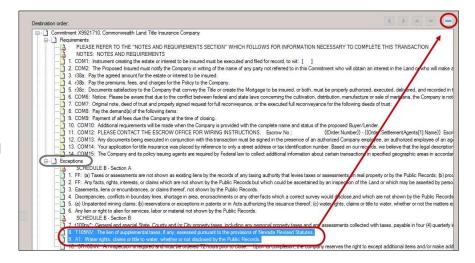


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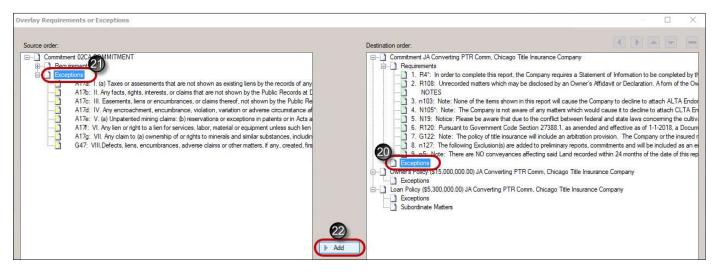


## **Converting a Prelim to a Commitment**

- Review the Exceptions in the Destination order section for duplicates or unwanted entries if needed
- 19. Highlight and click the **Remove Exceptions** icon to remove as needed; click **Yes** to confirm removal



- 20. While still in the **Destination order** section, select the **Exceptions** entry
- 21. From the **Source order**, select the **Exceptions** entry
- 22. Click the Add button



The exceptions are copied from the template to the **Destination order Exceptions**.

- 23. Click the **OK** button to close the **Overlay Requirements or Exceptions** window
- 24. Click the **OK** button to close the **Overlay Order** window
- 25. Click **OK** to confirm completion

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Commitment/Prelim:

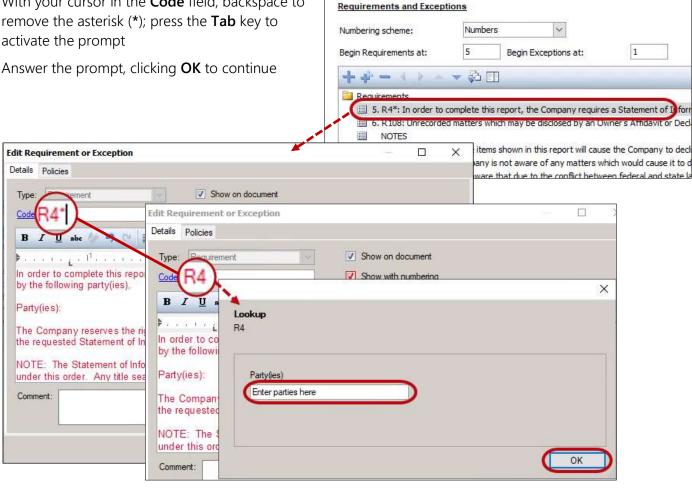
## **Converting a Prelim to a Commitment**

JA Converting PTR Cor ~

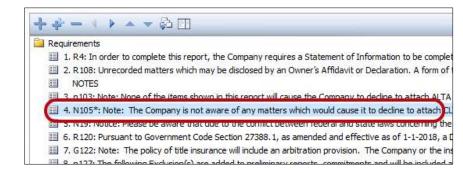
Commitment - Sch B1, B2, C

#### **Updating Added Requirements**

- Navigate to the Commitment Sch B1, B2, C screen
- 2. Double-click the first requirement
- 3. With your cursor in the Code field, backspace to remove the asterisk (\*); press the **Tab** key to
- 4. Answer the prompt, clicking **OK** to continue



- 5. Click the **OK** button to close the **Edit Requirement or Exception** window
- 6. Locate and double-click the N105\* requirement
- 7. Repeat steps 3-5



8. Add any additional requirements or exceptions as needed

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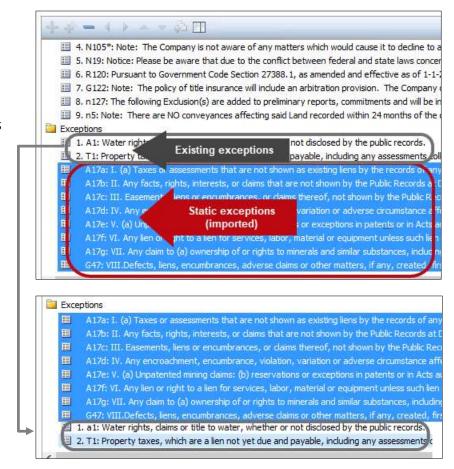


## **Converting a Prelim to a Commitment**

#### **Updating Exception Numbering**

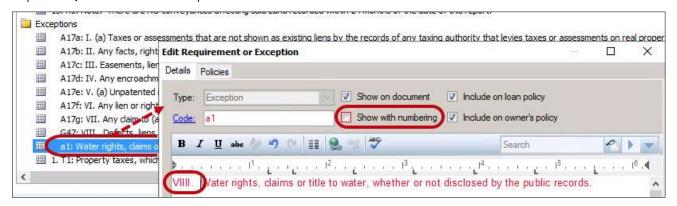
When exceptions are imported from the template you may notice the numbering is not sequential with exceptions in the destination order. You can update the numbering sequence of the existing exceptions as follows.

- 1. Highlight one of the existing exceptions (i.e., 1, 2, etc.)
- 2. Using the **Down arrow** on the toolbar, move it below the last static exception
- Repeat steps 1-2 until all of the existing exceptions are shown below the static exceptions



Once the exceptions are moved,

- 4. Double-click the first moved exception
- 5. Uncheck the **Show with numbering** check box
- 6. Edit the exception to add the next roman numeral in the sequence; click **OK**
- 7. Repeat steps 4-6 for each exception as needed



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# **Converting a Prelim to a Commitment**

#### **Generating the Commitment**

- 8. Click the **Documents** button
- Expand the Title Products > Commitments & Prelims > Commitments folder
- Double-click the ALTA
   Commitment 2021 (CA) document to select
- 11. **Preview/Publish** the document



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