

# SOFTPRO SELECT

## RELEASE NOTES



FEBRUARY, 2015

Testing Release Date: February 5, 2015

Production Release Date: February 20, 2015



# FEBRUARY RELEASE NOTES

## TABLE OF CONTENTS

<b>ALL STATES/SITES .....</b>	<b>7</b>
<b>DOCUMENTS .....</b>	<b>7</b>
Escrow.....	7
1099 Certification for No Report Information .....	7
1099 Certification for No Report Information (Legal) .....	7
Attached Exhibit A.....	7
Payoff Request for Lien.....	7
Title.....	8
Short Form Policies - Schedule A .....	8
<b>REPORTS .....</b>	<b>9</b>
Transaction Form .....	9
Weekly Summary of Business Worksheet .....	9
<b>CALIFORNIA.....</b>	<b>10</b>
<b>DOCUMENTS .....</b>	<b>10</b>
Escrow.....	10
Affidavit (Death of Joint Tenant).....	10
Affidavit (No Deed of Trust).....	11
Affidavit (Owner's/Individual).....	12
Affidavit (Owner's/Organization) .....	12
Affidavit (Owner's/Seller).....	13
Affidavit (PACA-PASA Indemnity).....	14
Bulk – License Transfer Request - ABC-211-A .....	15
Bulk – Notice of Intended Transfer ABC227 .....	15
Bulk – Notice to Creditors of Bulk Sale – NOCAL ONLY.....	16
CAR Acceptance Letter - Buyer .....	16
CAR Acceptance Letter - Seller .....	16
CAR Acceptance Letter (All 3 versions).....	17
EI CALFIRPTA Withholding Instructions.....	18
EI Concerning Use of Subordination Agr. & Disc. (Lien) (SUBORD) .....	19
EI Loan (EIS) – CT Santa Barbara ONLY.....	20
EI Preliminary and Authority to Establish Escrow .....	20
Exhibit Page - Vesting & Interest .....	21
Grant Deeds - SOCAL ONLY.....	21
HOA Package Acceptance.....	21
Letter (Outside Title CPL Request).....	22
Marin Co. CPWRS .....	23
Memorandum of Lease .....	23
Notary Acknowledgement (multiple documents).....	24
Notice of Default Declaration .....	24
Open Order Sheet - Outside Title Company.....	25
Owner Info Request (Both Versions) .....	26
Preliminary Report - LAWYERS TITLE ONLY.....	26



# FEBRUARY RELEASE NOTES

Privacy Statement .....	27
Subordination Agreement (Lien) (SUBORD) .....	28
Title.....	29
ALTA 11.2-06 - Mortgage Modification with Additional Amount of Insurance .....	29
ALTA 40-06 - Tax Credit .....	29
ALTA 40.1-06 - Tax Credit - Defined Amount .....	29
ALTA 41-06 - Water - Buildings .....	29
ALTA 41.1-06 - Water - Improvements .....	29
ALTA 41.2-06 - Water - Described Improvements.....	29
ALTA 41.3-06 - Water - Land Under Development.....	29
ALTA 42-06 - Commercial Lender Group .....	29
ALTA 43-06 - Anti-Taint .....	29
ALTA 44-06 - Insured Mortgage Recording .....	29
<b>REPORTS .....</b>	<b>30</b>
Commission Export-FWKO .....	30
<b>LOOKUP TABLES .....</b>	<b>31</b>
Escrow Instruction Phrases – NOCAL ONLY .....	31
Escrow Instruction Phrases – SOCAL ONLY .....	31
Escrow Instruction Phrases – SOCAL ONLY .....	32
<b>FLORIDA.....</b>	<b>33</b>
<b>DOCUMENTS .....</b>	<b>33</b>
Escrow.....	33
1099-S Exceptions by Branch, Escrow Officer/Closer.....	33
Assignment and Assumption of Leases.....	33
HUD Attachment Page.....	33
Unanimous Written Consent .....	34
<b>REPORTS .....</b>	<b>35</b>
Lookup Table Search .....	35
Outstanding Checks.....	35
Policy Production .....	35
Title Production Report .....	35
Transaction Activity.....	36
Transaction Form .....	36
Weekly Summary of Business Worksheet.....	36
<b>ILLINOIS .....</b>	<b>37</b>
<b>DOCUMENTS .....</b>	<b>37</b>
Escrow.....	37
1099-S Exceptions by Branch, Escrow Officer/Closer.....	37
Affidavit (Borrower - Receipt of Documents).....	37
Affidavit (No Deed of Trust).....	38
Agreement (Construction Loan - Lender) .....	39
Agreement (Construction Loan - Owner/Borrower) .....	39
Agreement (Owner/No Title) .....	39



# FEBRUARY RELEASE NOTES

Agreement (Owner/With Title).....	39
Agreement (Sole Order).....	39
Agreement (Tenant Improvement).....	39
Cash Escrow Trust Agreement.....	40
Cashier's Check Request (CT Metro).....	41
Closing Contact Information.....	41
Escrow Losses.....	42
Exam Summary (North).....	43
Exam Summary (South).....	43
Fee Verification.....	43
HUD Attachment Page.....	43
Later Date Transmittal.....	44
Legal Description Report.....	45
Letter (Hold Harmless).....	46
Letter (Lien).....	46
Letter (Refund Check).....	47
Letter (Thank You - Service Provider).....	48
Limited POA for Sales Disclosure.....	49
Property Profile.....	50
Short Sale Acknowledgment.....	51
TI Agreement (Rev 2012).....	51
Title Indemnity Agreement (FNT).....	52
Tract Search Report.....	53
Village Tax Forms.....	53
Water Certification Acknowledgment.....	54
Wiring Information.....	54
Title.....	55
ALTA Limited Junior Loan Policy (Equity).....	55
<b>REPORTS.....</b>	<b>56</b>
Dormant Activity.....	56
Escrow Trial Balance.....	56
Lookup Table Search.....	56
Outstanding Checks.....	56
Policy Production.....	57
Title Production Report.....	57
Transaction Activity.....	58
Transaction Form.....	58
Weekly Summary of Business Worksheet.....	58
<b>NORTH CAROLINA.....</b>	<b>59</b>
<b>DOCUMENTS.....</b>	<b>59</b>
Escrow.....	59
IBA-WF Acct Auth & Activity Request.....	59
Title.....	60
ALTA 36.7-06 - Energy Project - Fee Estate - Owner's Policy (Adopted 12-1-14).....	60



# FEBRUARY RELEASE NOTES

ALTA 36.8-06 - Energy Project - Fee Estate - Loan Policy (Adopted 12-1-14)	60
ALTA 45-06 - Pari Passu Mortgage - Loan Policy (Adopted 12-1-14)	60

## **OREGON..... 61**

### **DOCUMENTS ..... 61**

Escrow	61
Affidavit (ALTA)	61
Affidavit (Lien)	61
Affidavit (Death of Trustee)	61
Application for Title Insurance and Indemnity	62
Assignment of Funds Authorization - Buyer/Borrower	62
Assignment of Funds Authorization - Seller	62
Assignment (Reserves)	63
Authorization (Exceed Authority Limits)	63
Authorization (Manufactured Home Payoff)	64
Certification (Trust)	65
Checklist (Approval of Creditors' Rights or Mechanics' Lien Coverage)	66
Consent to Assignment	66
Corporate Resolution of the Board of Directors	67
Creditors' Rights Coverage (Info to Support Request)	67
EI - Buyer's	68
EI - Lender's	68
EI - Sale (EIS)	68
EI - Seller's	68
Instructions (Recording)	68
Letter (Funding Request)	69
Letter (Line of Credit Authorization)	70
Preliminary Report	71
Preliminary Report	71
Preliminary Report	72
Preliminary Report Approval - Buyer	72
Preliminary Report (Schedule A)	73
Reconveyance Tracker	73

### **MY SCREENS ..... 74**

Escrow	74
Escrow Screens -- Open Order/General -- Policy Selection	74
Title	75
Title Screens/Prelim Sched A	75

## **TEXAS..... 76**

### **DOCUMENTS ..... 76**

Escrow	76
Letter (HOA Request)	76
Title	77
Commitment Schedule D - all operations	77



# FEBRUARY RELEASE NOTES

**WASHINGTON ..... 78**

**DOCUMENTS ..... 78**

Escrow.....78

    Questionnaire (Seller) .....78

    Questionnaire (Seller), Letter .....78

    Survey .....79

**SERVICELINK..... 80**

**DOCUMENTS ..... 80**

Escrow.....80

    Agent Property Questionnaire .....80

    CALFIRPTA Notice to Withhold .....81

    Deed Cover Letter .....82

    Final HUD Cover Letter .....83

    General Provisions (CA) .....84

    Lender Rate and Term Amendment .....85

    Notice and Disclosure Form .....86

    REO Signing Agent Instructions (Cash Purchase) .....87

    REO Signing Agent Instructions (Financed Purchase) .....88

    Seller HUD Cover Letter .....89

    Waiver and Release Regarding Property Condition (Fannie Mae).....90

**TECHNICAL NOTES (FOR LOCAL IT/SUPPORT)..... 91**

**DOCUMENTS ..... 91**



# FEBRUARY RELEASE NOTES

## ALL STATES/SITES

### DOCUMENTS

#### Escrow

#### 1099 Certification for No Report Information

#### 1099 Certification for No Report Information (Legal)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	SoCal	n/a	237519	
<p>Modified existing 1099 Certification for No Report Information to include "(Legal)" in the doc title and the footer. Added new letter sized version of same doc.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">  <span>1099 Certification for No Report Information</span>  <span>1099 Certification for No Report Information (Legal)</span> </div>				

[Back to Table of Contents](#)

#### Attached Exhibit A

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Portland	n/a	237156	
Exhibit A will not be attached if Legal Description is blank.				

[Back to Table of Contents](#)

#### Payoff Request for Lien

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Orlando / Miami		237555	
Added Other-Lien Holder as Contact Type so that if an order does not have a Lender this can be used as a Contact Type.				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Title

Short Form Policies - Schedule A				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Concord	IN 15000008805	236058	
Added property city to the address reference on Schedule A.				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## REPORTS

<b>Transaction Form</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	SoftPro		234048	
<ul style="list-style-type: none"><li>Removed settlement account number</li></ul>				

[Back to Table of Contents](#)

<b>Weekly Summary of Business Worksheet</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	FT- Sacramento		233269	
<ul style="list-style-type: none"><li>Added picklist for "Branch County"</li></ul>				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## CALIFORNIA

### DOCUMENTS

#### Escrow

#### Affidavit (Death of Joint Tenant)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	NoCal	n/a	240066	

Updated the document so that the Commitment Legal description is displayed if the Escrow Legal description is not completed in the Order.

Joint Tenants, and recorded on February 16, 2015, in Place Recorded, of Official Records of Alameda County, California, covering the following described property situated in the City of Albany, County of Alameda, State of California.

THE LAND REFERRED TO HEREIN BELOW IS SITUATED  
ALAMEDA, STATE OF CALIFORNIA AND IS DESCRIBED AS F

Preliminary/Commitment Legal

Revised document so that the Commitment Legal description is displayed on the document if the Escrow Legal description information is not in the Order.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Affidavit (No Deed of Trust)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Glendale	n/a	235313	SSCORPD5420.doc

New document. Render to view complete document.



CHICAGO TITLE INSURANCE COMPANY

### OWNER'S AFFIDAVIT

#### No Deed of Trust-Residential

(to induce sale of and/or loan on premises and title insurance coverage)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The Undersigned, being duly sworn according to law, deposes and says:

1. I am Jodie McLaughlin, Jennifer McLaughlin and Trust Trust Trust (Name)
2. I am the record title holder of the real estate known and described as:  
1 Property Street, Acme, IL 98220
3. I do not have a loan which is secured by this real estate, so there are no loans to be paid with the proceed from the settlement.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

**Affidavit (Owner's/Individual)**

**Affidavit (Owner's/Organization)**

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Maintenance	n/a	240310	

Updated the documents to remove the Date lines from the Signature section.

**OWNER'S AFFIDAVIT**  
(continued)

The undersigned further agrees to indemnify **Chicago Title Insurance** the existence of any of the matters listed above which are known to Affidavit and any cost, expense or liability, including attorney's fees and indemnification.

Dates lines have been removed from the signature section of the document.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

\_\_\_\_\_  
Sam Seller

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Affidavit (Owner's/Seller)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Sacramento	n/a	239145	SCA0002752.doc

New document. Render to view complete document.

### OWNER'S AFFIDAVIT

The undersigned being duly sworn according to law, deposes and says as follows:

1. That Deponent(s) is/are a of Partnership LLC, a CA Partnership (Affiant) and that Deponent has personal knowledge of the facts that are sworn to in this affidavit, and is fully authorized and qualified to make this affidavit.
2. That Affiant is the owner of the premises described as follows ("Property"):

**For APN/Parcel ID(s): 123456 and 321654**

**For Tax Map ID(s): 123456 and 321654**

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA IN COUNTY OF SANTA CLARA, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

this is my escrow legalthis is my escrow legal

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Affidavit (PACA-PASA Indemnity)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Fresno	n/a	236343	

Document revised to work for Individuals in addition to Organizations. Checkboxes a. and b. are coded to reflect the information based on if an Individual or Organization is chosen.

**SUPPLEMENTAL OWNER'S AFFIDAVIT  
AND INDEMNITY  
FROM A NON-PACA/PASA USER**

Order No.: 2010090008-JM

This affidavit and indemnity agreement pertains to the Perishable Agricultural Commodities Act of 1930, as amended, 7 USC 499a et seq., the Packers and Stockyard Act of 1921, as amended, 7USC 181 et seq., and any similar state laws (hereafter referred to in the aggregate as "PACA/PASA").

1. That the undersigned is **When a Corporation is chosen**

a. owner ("the Owner") of the real estate (the "Property") legally described in the attached Exhibit A, or

b. is the **President** (capacity of officer) of **The Buyer Family Trust** (company name), a **North Carolina** (state organized in) **Trust** (the "Owning Entity") that owns the Property, and as such is familiar with the business operations of the Owner or Owning Entity.

2. That the statements contained in this affidavit are true and correct to the best knowledge and belief of the undersigned.

3. That the Property has not been used at any time for the purposes of accepting and storing thereon, or for preparing, manufacturing or processing thereon products or commodities derived therefrom, for any subsequent marketing or sale, any perishable agricultural commodity, livestock, or live poultry purchased or otherwise acquired by Owner or Owning Entity from any third party producer, grower, or supplier.

4. That there are no outstanding unpaid sellers or suppliers of PACA/PASA commodities or products to the Owner or Owning Entity.

Owner or Owning Entity, as the case may be, hereby indemnifies **Chicago Title Insurance Company** ("Title Company") and agrees to hold it harmless against any loss which the Title Company may suffer by virtue of issuing its policies of title insurance without exception to such matters. Owner or Owning Entity understands such losses may include court costs and attorney's fees expended by the Title Company in defending the Title or interest of the insured against such matters.

**SUPPLEMENTAL OWNER'S AFFIDAVIT  
AND INDEMNITY  
FROM A NON-PACA/PASA USER**

Order No.: 2010090008-JM

This affidavit and indemnity agreement pertains to the Perishable Agricultural Commodities Act of 1930, as amended, 7 USC 499a et seq., the Packers and Stockyard Act of 1921, as amended, 7USC 181 et seq., and any similar state laws (hereafter referred to in the aggregate as "PACA/PASA").

1. That the undersigned is **When an Individual is chosen**

a. owner ("the Owner") of the real estate (the "Property") legally described in the attached Exhibit A, or

b. is the \_\_\_\_\_ (capacity of officer) of \_\_\_\_\_ (company name), a \_\_\_\_\_ (state organized in) \_\_\_\_\_ (the "Owning Entity") that owns the Property, and as such is familiar with the business operations of the Owner or Owning Entity.

2. That the statements contained in this affidavit are true and correct to the best knowledge and belief of the undersigned.

3. That the Property has not been used at any time for the purposes of accepting and storing thereon, or for preparing, manufacturing or processing thereon products or commodities derived therefrom, for any subsequent marketing or sale, any perishable agricultural commodity, livestock, or live poultry purchased or otherwise acquired by Owner or Owning Entity from any third party producer, grower, or supplier.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Bulk – License Transfer Request - ABC-211-A

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Los Gatos	N/A	239243	

Updated the notary acknowledgements to reference he/she/they and his/hers/theirs and other instances plural.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_  
County of \_\_\_\_\_

On August 15, 2014 before me, \_\_\_\_\_, Notary Public (here insert name and title of the officer), personally appeared Lenny Builder, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

The notary acknowledgment has been updated to reference he/she/they and his/hers/theirs and other instances made plural.

[Back to Table of Contents](#)

## Bulk – Notice of Intended Transfer ABC227

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	SF Bulk Dept.	N/A	242896	

Signature section has been revised:

If the Seller or Buyer is an Individual, then the Header 'Licensee's Signature/Applicant's Signature' will now show. If the Buyer is an Organization the header has been revised to read 'Applicant's Signature (Transferee or Buyer)'

<b>LICENSEE'S SIGNATURE (Transferor or Seller)</b>	DATE SIGNED
John Seller <span style="float: right;">Jane Seller</span>	
<b>APPLICANT'S SIGNATURE (Transferee or Buyer)</b>	DATE SIGNED
Jim Buyer <span style="float: right;">Jane Buyer</span>	

One copy of this notice, **CERTIFIED** by the County Recorder, together with an additional copy must accompany the application for the transfer of the license.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Bulk – Notice to Creditors of Bulk Sale – NOCAL ONLY

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	SF Bulk Dept.	N/A	242896	

Additional sentence has been added:

Said property is described in general as: All stock in trade, fixtures, equipment, goodwill and other property of that \_\_\_\_\_ business known as BT KBN, and located at: 1 Property Address, Alameda, CA 94502.

The bulk sale is intended to be consummated at the office of: FIDELITY NATIONAL TITLE COMPANY, 177 Bovee Road, Suite 120, San Mateo, CA 94402. The bulk transfer will be consummated on or after the 16th day of February, 2015.

[Back to Table of Contents](#)

## CAR Acceptance Letter - Buyer

## CAR Acceptance Letter - Seller

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT San Diego	n/a	238652	

CAR Acceptance Letter has been split into 2 versions; 1 for Buyer and 1 for Seller

-  CAR Acceptance Letter - Seller
-  CAR Acceptance Letter - Buyer

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## CAR Acceptance Letter (All 3 versions)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	SoCal Admin	N/A	241595	

The following documents have been revised to remove 'ON OR BEFORE' in the "Date of Close of Escrow" paragraph, as the new Nov. 2014 CAR Contract does not use 'ON OR BEFORE' verbiage:

- ..... CAR Acceptance Letter - Seller
- ..... CAR Acceptance Letter - Buyer
- ..... CAR Acceptance Letter (No GPs)

### BEFORE

**DATE OF CLOSE OF ESCROW:**

The Date of Close of Escrow is deemed to be **ON OR BEFORE** December 12, 2011.

### AFTER

**DATE OF CLOSE OF ESCROW:**

The Date of Close of Escrow is deemed to be December 12, 2011.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## EI CALFIRPTA Withholding Instructions

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Tulare	n/a	232278	

Revised to prompt to select which Sellers to generate this for if more than one. The amount to withhold prompt for Item #2 can now be filled out differently for each set of Sellers.

Also, the top section has been revised, as needed per Settlement, to just pull in the Escrow Office information, Date and Escrow No.:

## BEFORE

Escrow No.: 2011120240-JM-JM  
 Property: 1 Property Address, Atwood, CA 92811-1200  
 Sales Price: \$250,000.00  
 Seller(s): John Doe, Jane Doe and Megan Seller ORg  
 Seller forwarding address:  
 1 Seller Fwd Street, Raleigh, NC 22222-1203  
 Buyer(s): Jodie McLaughlin and Jennifer McLaughlin  
 Buyer forwarding address:  
 1 Property Address, Atwood, CA 92811-1200

Pursuant to Section 18662 of the California Revenue and Taxation Code, Escrow Holder is hereby authorized and instructed as follows:

## AFTER

Jennifer McLaughlin, ISG  
 Chicago Title Company  
 1700 Stanford Ave., Suite 110  
 Modesto, CA 95350  
 Phone: (209)571-6300 Fax: (123)456-7890

Date: February 4, 2015  
 Escrow No.: 2011120240-JM-JM

Pursuant to Section 18662 of the California Revenue and Taxation Code, Escrow Holder is hereby authorized and instructed as follows:

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## EI Concerning Use of Subordination Agr. & Disc. (Lien) (SUBORD)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Santa Rosa	n/a	235053	

Revised the document to allow user to enter type of lien, as shown below:

**Custom Field Prompt**

**EI Concerning Use of Subordination Agr. Disc. (Lien) (SUBORD)**  
Existing Security Instrument: Existing Lien for loan 123456-1

---

Existing Security Instrument: Existing Lien for loan 123456-1

If subordinating a lien - Enter the type of lien (do not include "lien" at the end)

Judgment



**CHICAGO TITLE  
COMPANY**

**INSTRUCTIONS CONCERNING  
USE OF SUBORDINATION  
AGREEMENT AND DISCLOSURE (LIEN)**

Chicago Title Company  
2365 Northside Drive, Suite 600  
San Diego, IL 92108  
Phone: (619)521-3500 Fax: (619)521-3636

**Date:** February 19, 2015  
**Escrow No.:** 2012040260JM-AL  
**Property:** 1 Property Street  
Acme, IL 98220

In regards to the above referenced escrow, Chicago Title Company is instructed to close and record based on the instructions and acknowledgements contained herein. Escrow is to rely solely on these instructions for the purpose of closing their escrow and issuing title insurance regardless of the existence of any other agreements regarding these matters.

1. Escrow is instructed to type and record a subordination agreement in the content and form attached hereto as Exhibit A (attach appropriate company form). Said Subordination Agreement will subordinate that certain Judgment lien against Jodie McLaughlin and Jennifer McLaughlin and Trust Trust Trust (property owner) in favor of Mortgagee (creditor) in the amount of (\$ \_\_\_\_\_) (SUBORDINATED JUDGMENT LIEN) to a Trust Deed executed by Wayne Johnson, an unmarried man (trustor) in favor of Lenny The Lender (beneficiary) in the amount of Two Hundred Thousand And No/100 Dollars (\$200,000.00) (SENIOR TRUST DEED). Escrow makes no representations regarding the terms of the loan now being made as being in accordance with any previous agreements to subordinate.
2. The beneficiary under the SUBORDINATED JUDGMENT LIEN has read and approves the SENIOR TRUST DEED, the Note, which it secures, and the Building Loan Agreement, if applicable.
3. If the SENIOR TRUST DEED is for construction purposes, the undersigned acknowledge that the property is over-encumbered. FURTHER, CHICAGO TITLE COMPANY HAS NO CONTROL OVER THE DISBURSEMENT OF PROCEEDS OF THE LOAN AND MAKES NO REPRESENTATIONS OR ASSURANCES THAT THE CONSTRUCTION LOAN PROCEEDS WILL BE USED TO IMPROVE THE SUBJECT PROPERTY.
4. The beneficiary under the SUBORDINATED JUDGMENT LIEN understands that should a foreclosure action begin on the SENIOR TRUST DEED, his/her security would be at risk unless funds were advanced to bring the SENIOR TRUST DEED current. The beneficiary under the SUBORDINATED JUDGMENT LIEN also understands that should he/she complete a foreclosure action, he/she would acquire the property subject to the SENIOR TRUST DEED and would be responsible for that obligation.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## El Loan (EIS) – CT Santa Barbara ONLY

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Santa Barbara	N/A	237100	

Revised to add back in the 'Free From Encumbrances Except' section for Santa Barbara offices:

### SHOWING TITLE VESTED IN

[Thomas J. Gratny](#)

### FREE FROM ENCUMBRANCES EXCEPT

1. Current general and special taxes for the fiscal year in which this escrow closes, and taxes for the ensuing year, if any, a lien **not yet due and payable**;
2. The lien of supplemental taxes, if any, assessed pursuant to the provisions of Chapter 3.5 (commencing with Section 75) of the Revenue and Taxation Code of the State of California;
3. Bonds and Assessments with no delinquent payments, if any;
4. Covenants, conditions, restrictions, reservations, easements and rights of way now of record, if any;
5. A **Deed of Trust**, to record, securing a note in the amount of Five Hundred Thousand And No/100 Dollars (\$500,000.00) in favor of **FNT Limited Liability Corporation**.

**CONSUMMATION of this escrow IS CONTINGENT UPON THE FOLLOWING**

[Back to Table of Contents](#)

## El Preliminary and Authority to Establish Escrow

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Sacramento Commercial	N/A	237108	

Added highlighted verbiage:

**ESCROW FEES AND EXPENSE:** The parties acknowledge that the fees and charges for your service are based on a variety of factors, including the sale price, type or nature of the business and the variety of services provided by you. We acknowledge that your base escrow fee shall be the sum of One Thousand Three Hundred Fifty And No/100 Dollars (\$1,350.00) PLUS Two And No/100 Dollars (\$2.00) per thousand dollars of the sale price, for a business that does not include the transfer of a liquor license, and One Thousand Five Hundred And No/100 Dollars (\$1,500.00) PLUS Two And No/100 Dollars (\$2.00) per thousand for a business that includes the transfer of a liquor license. Additional may be incurred if the escrow includes the transfer of an Alcoholic Beverage License; Publication and Lien Search Fees and Publication and Lien Search processing; document preparation, recording and filing fees; express mailing fees. Additional fees will also be incurred if a new loan or real property is included and/or required as a part of the escrow. Because the total fees are often not determined until closer to the close of escrow, **Chicago Title Company** will provide buyer and seller with an estimate of costs at any time during the escrow process upon the request of either party.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Exhibit Page - Vesting & Interest

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Santa Barbara	N/A	240062	SCA0002753.doc

New document. Render to view complete document.

**EXHIBIT NAME**  
**VESTING AND INTEREST**

**Order No.:** 2014080300RB

**Vesting:** [ABC Builder, LLC](#) [ABC Builder, LLC](#) and [Sam Seller](#)

**Interest:** [Ownership Interst](#)

[Back to Table of Contents](#)

## Grant Deeds - SOCAL ONLY

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	SoCal	N/A	237064	

Modified so that the transfer tax will pull into the Grand Deed(s) from HUD Lines 1207 and 1208.

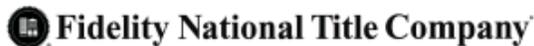
[Back to Table of Contents](#)

## HOA Package Acceptance

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	SoCal Admin	N/A	241563	

Revised to prompt to select which properties to pull in if more than one, instead of looking to the property associated with the HOA contact:

- Property
  - 1 Property Address, , Alameda, CA, 94502
  - 2 Property Address, , Alameda, CA, 94502



**HOMEOWNERS ASSOCIATION PACKAGE  
ACCEPTANCE & RECEIPT**

**Escrow No.:** 2011100238-JMNCA-DR

**Property:** [1 Property Address, Alameda, CA 94502](#)  
[2 Property Address, Alameda, CA 94502](#)

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

**Letter (Outside Title CPL Request)**

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT San Diego	N/A	236280	SCA0002749.doc

New document. Render to view complete document.



**CHICAGO TITLE  
COMPANY**

560 E. Hospitality Lane  
San Bernardino, CA 92401  
Phone: (800)722-0824 / Fax: (909)384-7800

### REQUEST FOR CPL

**Tabitha t2 Title**  
Fidelity  
123 Title2 Way, Suite 500  
Orlando, CA 23232

**Date:** February 3, 2015  
**Ref. No.:** t2refno22222  
**Order No.:** 2010090008-JM-WB  
**RE:** 102117 First Property Address  
San Francisco, WA 94109  
22222 Second Property  
Seattle, WA 98177

Please issue Closing Protection Letter on the above transaction as follows:

<b>Vesting:</b>	The Buyer Family Trust, Bartholomew Buyer and Belinda Buyer, tenants in common
<b>Property Address:</b>	102117 First Property Address, San Francisco, WA 94109 22222 Second Property, Seattle, WA 98177
<b>First Loss Payee:</b>	Line 1 Line 2 Line 3
<b>Loan No.:</b>	11100
<b>Loan Amount:</b>	\$150,000.00

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Marin Co. CPWRS

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Los Gatos	N/A	239243	

Updated the notary acknowledgements to reference he/she/they and his/hers/theirs and other instances plural.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_

County of \_\_\_\_\_

The notary acknowledgment has been updated to reference he/she/they and his/hers/theirs and other instances made plural.



On August 15, 2014 before me, \_\_\_\_\_, Notary Public (here insert name and title of the officer), personally appeared Lenny Builder, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

[Back to Table of Contents](#)

## Memorandum of Lease

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT San Carlos	N/A	240057	

Adjusted spacing so that the notary block stays with the notary verbiage.

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## Notary Acknowledgement (multiple documents)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Los Gatos	N/A	239190	

Updated the notary acknowledgements to reference he/she/they and his/hers/theirs and other instances made plural.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_

County of \_\_\_\_\_

The notary acknowledgment has been updated to reference he/she/they and his/hers/theirs and other instances made plural.

On August 15, 2014 before me, \_\_\_\_\_, Notary Public (here insert name and title of the officer), personally appeared Lenny Builder, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

[Back to Table of Contents](#)

## Notice of Default Declaration

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Los Gatos	N/A	239243	

Updated the notary acknowledgements to reference he/she/they and his/hers/theirs and other instances plural.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_

County of \_\_\_\_\_

The notary acknowledgment has been updated to reference he/she/they and his/hers/theirs and other instances made plural.

On August 15, 2014 before me, \_\_\_\_\_, Notary Public (here insert name and title of the officer), personally appeared Lenny Builder, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Open Order Sheet - Outside Title Company

<b>NEW/MOD</b> New	<b>REQUESTED BY</b> CT San Diego	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b> 236280	<b>FILE NAME (NEW ITEMS ONLY)</b> SCA0002750.doc
-----------------------	-------------------------------------	--------------------------	-----------------------------	---

New document. Render to view full document.

		OPEN ORDER SHEET - OUTSIDE TITLE COMPANY	
<b>Title Office:</b>	Fidelity Tabitha t2 Title t2contact@email.com	<b>Our Escrow/Order No:</b>	t2refno22222
<b>Escrow Officer:</b>	Wayne Buehrer wayne.buehrer@softprocorp.com	<b>2010090008-JM</b>	
<b>Processor / Assistant:</b>	Courtney Windley Courtney.Windley@SoftProcorp.com	<b>Please open new order as indicated below:</b>	
<b>Transaction Type</b>	<b>Order Type</b>	<b>Product Type</b>	<b>Policy Type</b>
Purchase	Title & Escrow	Sale/ Re-Sale	Simultaneous
<b>Order Opened Date:</b>	September 21, 2010	<b>Closing Date:</b>	September 30, 2014
<b>Order Opened By:</b>	Jennifer McLaughlin	<b>Disbursement Date:</b>	September 30, 2014
<b>Sales Price:</b>	\$ 250,000.00	<b>Loan Amount(s):</b>	\$ 150,000.00 \$ 5,000.00 \$ 4,000.00

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Owner Info Request (Both Versions)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CTSD	N/A	241551	

Revised to remove the "Fire Insurance" section if the Transaction Type is Sale. This section will now only show for a Refinance:

**HOMEOWNERS ASSOCIATION/ MANAGEMENT COMPANY** This property is affected by a "Community Association"  Yes  No

Name of First: \_\_\_\_\_  \_Assoc  \_Mgmt

Association Dues Payable: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Second: \_\_\_\_\_  \_Assoc  \_Mgmt

Association Dues Payable: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Transaction type

Purchase

Refinance

Equity

Other

**FIRE INSURANCE** Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Premium Amount: \$ \_\_\_\_\_

Agent Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

PLEASE PROVIDE ANY ADDITIONAL INFORMATION ON THE REVERSE HEREOF.

[Back to Table of Contents](#)

## Preliminary Report - LAWYERS TITLE ONLY

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	LT - San Jose	n/a	244058	

Added coding to suppress the top section of Schedule A for Lawyers Title only.



**PRELIMINARY REPORT**

---

Title Officer: [Carly Robidoux](#)  
 Title No.: 2014040298-MS test CA-CR  
 Ref. No.: TITLEREF2#

Escrow Officer: [Wayne Buehrer](#)  
 E-Mail: [wayne.buehrer@softprocorp.com](mailto:wayne.buehrer@softprocorp.com)  
 Escrow No.: 2014040298-MS test CA -WB

TO: [1st Lender Bank](#)  
[1001 Big Money Avenue](#)  
[Beverly Hills, CA 90210](#)

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Privacy Statement

NEW/MOD Mod	REQUESTED BY Settlement	FOOTPRINTS No(s). n/a	TFS No(s). 235286/235712	FILE NAME (NEW ITEMS ONLY)
----------------	----------------------------	--------------------------	-----------------------------	----------------------------

Updated the document so that the Privacy Statement matches the revised 2015 version, as shown below:

**FIDELITY NATIONAL FINANCIAL  
PRIVACY NOTICE  
Effective: January 6, 2015**

Updated Privacy Statement with 2015 language.

**Order No.:** 2014080300RB3--WB

Fidelity National Financial, Inc. and its majority-owned subsidiary companies providing real estate- and loan-related services (collectively, "FNF", "our" or "we") respect and are committed to protecting your privacy. This Privacy Notice lets you know how and for what purposes your Personal Information (as defined herein) is being collected, processed and used by FNF. We pledge that we will take reasonable steps to ensure that your Personal Information will only be used in ways that are in compliance with this Privacy Notice. The provision of this Privacy Notice to you does not create any express or implied relationship, or create any express or implied duty or other obligation, between Fidelity National Financial, Inc. and you. See also **No Representations or Warranties** below.

This Privacy Notice is only in effect for any generic information and Personal Information collected and/or owned by FNF, including collection through any FNF website and any online features, services and/or programs offered by FNF (collectively, the "Website"). This Privacy Notice is not applicable to any other web pages, mobile applications, social media sites, email lists, generic information or Personal Information collected and/or owned by any entity other than FNF.

**How Information is Collected**

The types of personal information FNF collects may include, among other things (collectively, "Personal Information"): (1) contact information (e.g., name, address, phone number, email address); (2) demographic information (e.g., date of birth, gender marital status); (3) Internet protocol (or IP) address or device ID/UDID; (4) social security number (SSN), student ID (SIN), driver's license, passport, and other government ID numbers; (5) financial account information; and (6) information related to offenses or criminal convictions.

In the course of our business, we may collect Personal Information about you from the following sources:

- Applications or other forms we receive from you or your authorized representative;
- Information we receive from you through the Website;
- Information about your transactions with or services performed by us, our affiliates, or others; and
- From consumer or other reporting agencies and public records maintained by governmental entities that we either obtain directly from those entities, or from our affiliates or others.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Subordination Agreement (Lien) (SUBORD)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Santa Rosa	n/a	235053	

Revised the document to allow user to enter type of lien, as shown below:

**Custom Field Prompt**

**EI Concerning Use of Subordination Agr. Disc. (Lien) (SUBORD)**  
Existing Security Instrument: Existing Lien for loan 123456-1

Existing Security Instrument: Existing Lien for loan 123456-1

If subordinating a lien - Enter the type of lien (do not include "lien" at the end)

### SUBORDINATION AGREEMENT

NOTICE: THIS SUBORDINATION AGREEMENT RESULTS IN YOUR SECURITY INTEREST IN THE PROPERTY BECOMING SUBJECT TO AND OF LOWER PRIORITY THAN THE LIEN OF SOME OTHER OR LATER SECURITY INSTRUMENT.

THIS AGREEMENT, made \_\_\_\_\_, by Jodie McLaughlin and Jennifer McLaughlin and Trust Trust Trust

owner of the land hereinafter described and hereinafter referred to as "Owner," and Mortgagee

present owner and holder of the Judgment lien hereinafter described and hereinafter referred to as "Secured Party";

#### WITNESSETH

THAT WHEREAS, Mortgagee did record a Judgment lien, dated \_\_\_\_\_, in favor of Mortgagee, which Judgment lien was recorded \_\_\_\_\_, as \_\_\_\_\_, Official Records of said county; and on the property described as follows:

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

**Title**

- ALTA 11.2-06 - Mortgage Modification with Additional Amount of Insurance
- ALTA 40-06 - Tax Credit
- ALTA 40.1-06 - Tax Credit - Defined Amount
- ALTA 41-06 - Water - Buildings
- ALTA 41.1-06 - Water - Improvements
- ALTA 41.2-06 - Water - Described Improvements
- ALTA 41.3-06 - Water - Land Under Development
- ALTA 42-06 - Commercial Lender Group
- ALTA 43-06 - Anti-Taint
- ALTA 44-06 - Insured Mortgage Recording

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Underwriting	n/a	244261	Various E13A and E14A

**Screenshot of One Example Only. Render in Test Site to See Full Version of Each.**

ENDORSEMENT - ALTA 42-06
COMMERCIAL LENDER GROUP

Issued By: CHICAGO TITLE INSURANCE COMPANY

Attached to Policy Number:  
**2ndLoanPolNum-678**

Charge: \$250.00

1. The insurance provided by this endorsement is
  - a. subject to the Exclusions from Coverage, the Exceptions from Coverage contained in Schedule B, and the Conditions in the policy, and
  - b. only effective if the Land is not improved with a one-to-four family residential dwelling.
2. For the purposes of this endorsement only:
  - a. "Lender Group" means a group of lenders owning portions of the Indebtedness. The composition of the Lender Group may change by the addition or withdrawal of Participants during the term of the Insured Mortgage.
  - b. "Participant" means a member of the Lender Group, but does not include a non-insured obligor as described in Section 12(c) of the Conditions. A Participant is an Insured under the policy to the extent of its ownership of a portion of the Indebtedness, whether it acquires its portion of the Indebtedness on or after Date of Policy.
3. The Company insures against loss or damage sustained by the Insured by reason of:
  - a. The invalidity or unenforceability of the lien of the Insured Mortgage caused by transfers after the Date of Policy of portions of the Indebtedness by the Participants.
  - b. Loss of priority of the lien of the Insured Mortgage, which loss of priority is caused by transfers after the Date of Policy of portions of the Indebtedness by the Participants.
4. The Company reserves all rights and defenses as to any Participant that the Company would have had against any other Insured under the policy, unless the Participant acquired its portion of the Indebtedness as a purchaser for value without Knowledge of the asserted defect, lien, encumbrance, or other matter insured against by this policy.

This endorsement is issued as part of the policy. Except as it expressly states, it does not (i) modify any of the terms and provisions of the policy, (ii) modify any prior endorsements, (iii) extend the Date of Policy, or (iv) increase the Amount of Insurance. To the extent a provision of the policy or a previous endorsement is inconsistent with an express provision of this endorsement, this endorsement controls. Otherwise, this endorsement is subject to all of the terms and provisions of the policy and of any prior endorsements.

**Chicago Title Insurance Company**

Dated: January 19, 2015

Countersigned By:

AUTHORIZED  
 SIGNATURE HERE  
 \_\_\_\_\_  
 Authorized Officer or Agent

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ALTA 42-06-Commercial Lender Group  
CLTA 144-06
(12/02/2013)  
(12/02/2013)
Printed: 02/19/15 01:48PM  
CA-PT-FBMO-0150.0.08065-8-PB-72461-2--2010090010-CP test CA

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## REPORTS

Commission Export-FWKO				
NEW/MOD MOD	REQUESTED BY CT-Orange Co.	FOOTPRINTS No(s).	TFS No(s). 232682	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"><li>Updated logic so that if an order is both Out of State AND Centralized Rate/Tier 1, the reports count it as Out of State, and not Tier 1</li><li>Updated logic so that if an order is both a NoCal County AND Centralized Rate/Tier 1, the reports count it as NoCal County, and not Tier 1</li></ul>				

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## LOOKUP TABLES

Escrow Instruction Phrases – NOCAL ONLY							
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).				
NEW	CT Santa Barbara	N/A	235245				
<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 15%;">Code</th> <th style="width: 85%;">Name</th> </tr> </thead> <tbody> <tr> <td>zoning01</td> <td>CITY ZONING REPORT</td> </tr> </tbody> </table> <p style="color: #4F81BD; font-size: small;">Buyers hereby acknowledge receipt and approval of the City Zoning Report provided by Seller outside of escrow and hereby hand you a copy of the receipt of said report. Escrow Holder is hereby instructed to forward said receipt to the City at the close of escrow. Buyer and Seller understand neither the title insurer nor escrow agent shall have any further responsibility regarding the City Zoning Report. Should it be determined after the close of escrow there are any outstanding issues regarding said City Zoning Report buyer and seller agree they will be handled direct and outside of escrow. Buyer and Seller agree to hold <b>Chicago Title Company</b> as title insurer and Escrow Holder harmless from liability. Responsibility and risk of loss whatsoever (including but not limited to court costs and attorney fees) for any matters that may arise regarding the City Zoning Report.</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px 10px; color: red; font-weight: bold;">Pulls in the Escrow Office</div> </div>				Code	Name	zoning01	CITY ZONING REPORT
Code	Name						
zoning01	CITY ZONING REPORT						

[Back to Table of Contents](#)

Escrow Instruction Phrases – SOCAL ONLY							
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).				
Mod	SoCal Admin	N/A	245311				
<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 15%;">Code</th> <th style="width: 85%;">Name</th> </tr> </thead> <tbody> <tr> <td>bureau02</td> <td>BUREAU OF INDIAN AFFAIRS - LEASED HOLD LAND</td> </tr> </tbody> </table> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">BEFORE</p> <p style="color: #4F81BD; font-size: small;">BUREAU OF INDIAN AFFAIRS - LEASEHOLD LAND: A transfer of title or encumbrance on the leasehold must be approved by the Bureau of Indian Affairs and the release of title documents to the Buyer by <b>the Escrow Holder</b> is conditioned upon payment of unpaid principal, and/or unpaid interest, and/or prorated payments due on the leasehold. <b>Escrow Holder</b> is authorized and instructed to obtain a statement from the Bureau of Indian Affairs, Lessor, or their agent (whichever applies) confirming the outstanding balances and the payment status.</p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">AFTER</p> <p style="color: #4F81BD; font-size: small;">BUREAU OF INDIAN AFFAIRS - LEASEHOLD LAND: A transfer of title or encumbrance on the leasehold must be approved by the Bureau of Indian Affairs and the release of title documents to the Buyer by <b>Chicago Title Company</b> is conditioned upon payment of unpaid principal, and/or unpaid interest, and/or prorated payments due on the leasehold. <b>Chicago Title Company</b> is authorized and instructed to obtain a statement from the Bureau of Indian Affairs, Lessor, or their agent (whichever applies) confirming the outstanding balances and the payment status.</p> <p style="color: #4F81BD; font-size: small;">The said property is free from any encumbrances except: other than, Taxes, Bonds, Subleases, CC&amp;R's, Easements and Deed of Trust in the amount of <b>Five Hundred And No/100 Dollars (\$500.00)</b>.</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px; display: inline-block;">             Deed of Trust amount  <input style="width: 100px;" type="text" value="500.00"/> </div> </div>				Code	Name	bureau02	BUREAU OF INDIAN AFFAIRS - LEASED HOLD LAND
Code	Name						
bureau02	BUREAU OF INDIAN AFFAIRS - LEASED HOLD LAND						

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Escrow Instruction Phrases – SOCAL ONLY

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).
NEW	CTSD	N/A	236460

Code	Name
credit04	CREDIT BUYER/DEBIT SELLER OWNER'S POLICY, ETC.

**CREDIT BUYER/DEBIT SELLER - RESPA REQUIREMENTS:** Due to RESPA requirements, the premium for Owner's Policy of Title Insurance is required to be shown as a charge to Buyer on the closing statement even though it was agreed in the contract that this cost would be paid by Seller. The same requirement may apply for the property transfer tax charge, which is also customarily paid by the Seller. At close of escrow, Escrow Holder is therefore instructed to show such costs as a charge to the Buyer per requirements but then to offset same with a debit from Seller and credit to Buyer such that each party will ultimately pay the same total amount they would have paid per the terms of the contract.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## FLORIDA

### DOCUMENTS

#### Escrow

#### 1099-S Exceptions by Branch, Escrow Officer/Closer

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	FT- Santa Clara	n/a	234044	
<ul style="list-style-type: none"> <li>Defaulted the "Include records with \$0.00 proceeds" as checked (for consistency with how the IRS Submission file is prepared)</li> <li>Updated header to indicate yes/no when "Include records with \$0.00 proceeds" is checked/unchecked</li> </ul>				

[Back to Table of Contents](#)

#### Assignment and Assumption of Leases

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Tampa	n/a	241569	FLD1232.doc

New document. Render to view complete document.

#### ASSIGNMENT AND ASSUMPTION OF LEASES

The parties to this Assignment and Assumption of Leases (this "Assignment") is [Samuel T. Seller and Samantha T. Seller and Seller Company, Inc. and Estate of Stella T. Seller \("Assignor"\)](#) and [Brian T. Buyer and Brenda T. Buyer and Buyer Company, Inc. and The Barbara T. Buyer Revocable Trust dated January 1, 1999 \("Assignee"\)](#) whose mailing address is [100 Property Street, Jacksonville, FL 32230](#).

WHEREAS, Assignor or Assignor's predecessors in title heretofore entered into certain leases (the "Leases") with tenants covering a portion of the real property situation in the County of [Duval](#), State of [Florida](#) and County of [Orange](#), State of [Florida](#) (the "Property") and described on Exhibit A attached hereto and incorporated herein by reference.

WHEREAS, Assignee has purchased the Property from Assignor and in connection therewith, Assignor desires to assign to Assignee and Assignee desires to assume from Assignor, the Leases, and all of the rights, benefits and privileges of the lessor thereunder.

[Back to Table of Contents](#)

#### HUD Attachment Page

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	SoftPro	n/a	233273	
<ul style="list-style-type: none"> <li>Paid Outside of Closing (POC) charges to appear on the HUD Attachment page</li> </ul>				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Unanimous Written Consent

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Tampa	n/a	241569	FLD1233.doc

New document. Render to view complete document.

### UNANIMOUS WRITTEN CONSENT

The undersigned, being all the Managers of [Seller Company, LLC](#), a [Florida Limited Liability Company](#). Hereinafter referred to as "LLC", hereby authorize, adopt, consent and confirm the following action taken without a meeting as permitted by under the terms of the Operating Agreement:

RESOLVED, that the LLC sell the property located at [100 Property Street, Jacksonville, FL 32230](#) and [200 Test Avenue, Orlando, FL 32860](#) for the sale price of Three Hundred Thousand And No/100 Dollars (\$300,000.00) legally described as follows:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## REPORTS

<b>Lookup Table Search</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	FT-Chicago Metro	236407	236407	
<ul style="list-style-type: none"> <li>Added checkbox after "Search for"; default unchecked;</li> <li>Label "Show only companies w/o contact assigned";</li> <li>Checkbox should only function when "Search by" is: Company Name, Company Address or Company Lookup Code</li> </ul>				

[Back to Table of Contents](#)

<b>Outstanding Checks</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	MSW		233783	
<ul style="list-style-type: none"> <li>Added option to "Group by" for Property Type</li> <li>Added picklist for "Property Type"</li> </ul>				

[Back to Table of Contents](#)

<b>Policy Production</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	MSW		233787	
<ul style="list-style-type: none"> <li>On the detail pages for "Completed" and "Service Level Details" added Policy Number as the last column</li> </ul>				

[Back to Table of Contents](#)

<b>Title Production Report</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	CT Metro		240735	
<ul style="list-style-type: none"> <li>Added "Task contains 'Exam Completed'" as stop time</li> </ul>				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

<b>Transaction Activity</b>				
NEW/MOD MOD	REQUESTED BY MSW	FOOTPRINTS No(s).	TFS No(s). 233781	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Added "Sort by" option for Payee/Payor</li> <li>• Added "Payee/Payor name contains" free-text field above the Branch picklist</li> <li>• Changed "Group by branch then closer" to a dropdown; label "Group by"; options are: "None" (default); "Branch, Escrow Officer/Closer"; "Payee/Payor"</li> <li>• Added options to the "Activity report" dropdown: All Disbursements; All Receipts</li> <li>• Updated Incoming Wire activity page to reflect the "Payor Name" in the From Bank column when the Bank Name on the transaction is blank</li> </ul>				

[Back to Table of Contents](#)

<b>Transaction Form</b>				
NEW/MOD MOD	REQUESTED BY SoftPro	FOOTPRINTS No(s).	TFS No(s). 234048	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Removed settlement account number</li> </ul>				

[Back to Table of Contents](#)

<b>Weekly Summary of Business Worksheet</b>				
NEW/MOD MOD	REQUESTED BY FT- Sacramento	FOOTPRINTS No(s).	TFS No(s). 233269	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Added picklist for "Branch County"</li> </ul>				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## ILLINOIS

### DOCUMENTS

#### Escrow

##### 1099-S Exceptions by Branch, Escrow Officer/Closer

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	FT- Santa Clara	n/a	234044	
<ul style="list-style-type: none"> <li>Defaulted the "Include records with \$0.00 proceeds" as checked (for consistency with how the IRS Submission file is prepared)</li> <li>Updated header to indicate yes/no when "Include records with \$0.00 proceeds" is checked/unchecked</li> </ul>				

[Back to Table of Contents](#)

##### Affidavit (Borrower - Receipt of Documents)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Metro	n/a	235404	

Updated the signature section of the document, as shown below:

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

John Smith	_____	Date	_____
Mary Smith	_____	Date	_____
		Email:	_____
Buyer Trust			
BY: _____		Date	_____
		Email:	_____

 New signature section.

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## Affidavit (No Deed of Trust)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Glendale	n/a	235313	SSCORPD5420.doc

New document. Render to view complete document.



CHICAGO TITLE INSURANCE COMPANY

**OWNER'S AFFIDAVIT**

**No Deed of Trust-Residential**  
(to induce sale of and/or loan on premises and title insurance coverage)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The Undersigned, being duly sworn according to law, deposes and says:

1. I am Jodie McLaughlin, Jennifer McLaughlin and Trust Trust Trust (Name)
2. I am the record title holder of the real estate known and described as:  
1 Property Street, Acme, IL 98220
3. I do not have a loan which is secured by this real estate, so there are no loans to be paid with the proceed from the settlement.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

- [Agreement \(Construction Loan - Lender\)](#)
- [Agreement \(Construction Loan - Owner/Borrower\)](#)
- [Agreement \(Owner/No Title\)](#)
- [Agreement \(Owner/With Title\)](#)
- [Agreement \(Sole Order\)](#)
- [Agreement \(Tenant Improvement\)](#)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Metro	n/a	236401	

Added option to choose a Contact to whom charges can be billed.

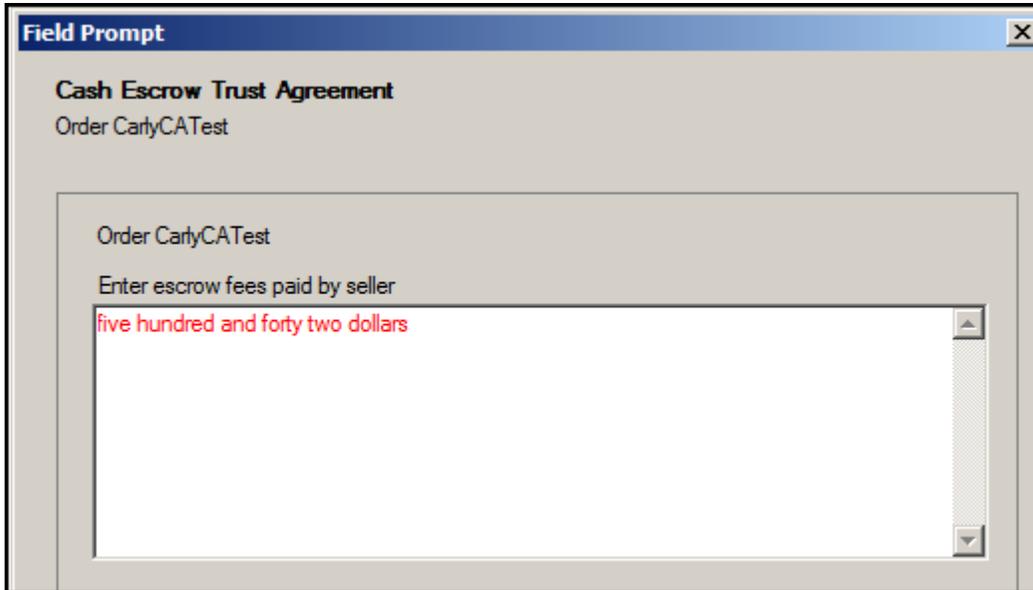
[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## Cash Escrow Trust Agreement

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Metro	n/a	236401	

The following custom fields are not limited to currency only (and they are now flow-text fields):



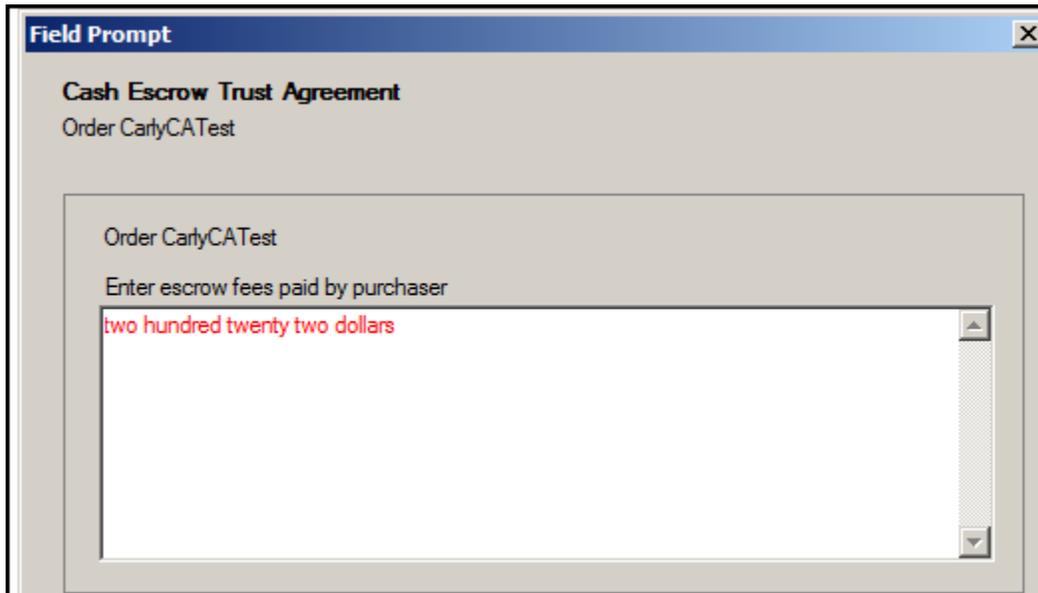
**Field Prompt** [X]

**Cash Escrow Trust Agreement**  
Order CarlyCATest

Order CarlyCATest

Enter escrow fees paid by seller

five hundred and forty two dollars



**Field Prompt** [X]

**Cash Escrow Trust Agreement**  
Order CarlyCATest

Order CarlyCATest

Enter escrow fees paid by purchaser

two hundred twenty two dollars

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Cashier's Check Request (CT Metro)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Metro	n/a	235404	ILD0439.doc

New document. Render to view complete document.

101 Test Avenue  
Tulare, CA 93274  
Phone: (559)555-1111 / Fax (559)555-2222

**Date:** February 16, 2015

Bank Name for Trust Acct  
456 Bank Drive  
Raleigh, NC 12345

This is authorization to debit our account 12233445 to issue a Cashiers Check per the instructions listed below.  
The Cashiers Check should be payable to:

**The Listing Agent**  
3424 Agent Way  
Anywhere, CA 90650

**In the amount of \$10,000.00**

**MEMO:** Commissions  
Listing agent commission (701) \$10,000.00

[Back to Table of Contents](#)

## Closing Contact Information

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Metro	n/a	236401	

Added Name, Phone, Email and Address for Attorney and Agent contacts.

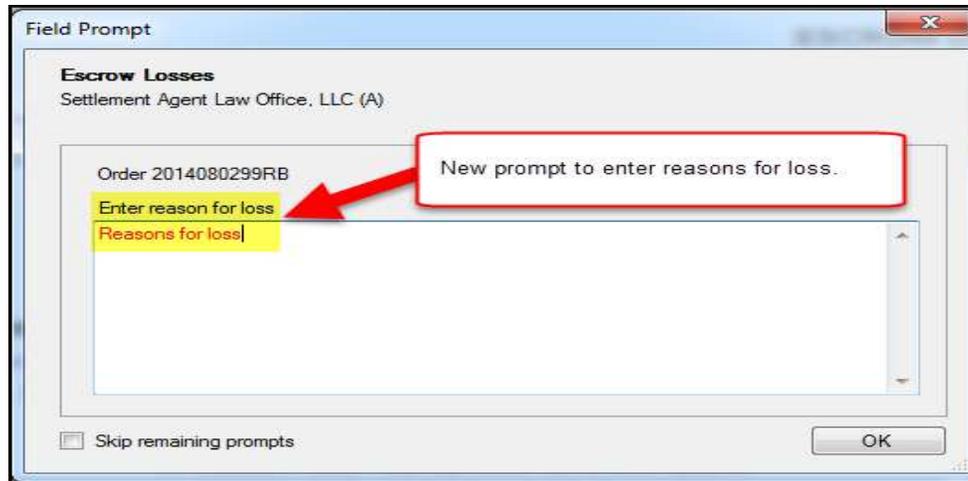
[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## Escrow Losses

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Metro	n/a	235404	

Updated document so that prompt is revised to read "Enter reason for loss." Also added information for Payee Code to the document, as shown below:



ESCROW LOSSES

<p>Escrow LLC 1234 Escrow Way Albany, CA 94710 Phone: 888-123-4567 Fax: 887-123-4567</p>	<p><b>Date:</b> February 4, 2015  <b>Escrow No.:</b> 2014080299RBSA  <b>Borrower(s):</b> John Smith and Mary Smith  Buyer Trust  <b>Seller(s):</b> Builder, LLC  <b>Property:</b> 1234 Main Street  Albany, CA 94707  4321 Main Street  Albany, CA 94706    <b>Amount:</b> \$1,200.00</p>
--	---

**REASON FOR WRITE OFF:**  
Reasons for loss

**PAYEE CODE:** T, Title Company, LLC

Payee Code information added.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Exam Summary (North)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Metro	n/a	235404	

Updated document so email is hardcoded to be [nwexams@ctt.com](mailto:nwexams@ctt.com), as shown below:

Return completed and signed Examination Summary to (630)282-7315 or email to [nwexams@ctt.com](mailto:nwexams@ctt.com).

New e-mail address stated on document.

Exam Summary (North)  
ILD0354.doc / Updated: 12.23.14

Page 5

Printed: 02.04.15 @ 10:19 AM by  
CA- [red] [blue] [red] 2014080299RB

[Back to Table of Contents](#)

## Exam Summary (South)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Metro	n/a	235404	

Updated document so email is hardcoded to be [ctattorneyagents@ctt.com](mailto:ctattorneyagents@ctt.com), as shown below:

**Thank you for your business!**

**Please return this summary to:**

**Fax: (630)462-7468 Email: [ctattorneyagents@ctt.com](mailto:ctattorneyagents@ctt.com)**

New email address.

[Back to Table of Contents](#)

## Fee Verification

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Metro	n/a	241549	

1104/1103 now uses the HUD-to code from the HUD line instead of the additional back charges on the HUD line

[Back to Table of Contents](#)

## HUD Attachment Page

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	SoftPro	n/a	233273	

Paid Outside of Closing (POC) charges to appear on the HUD Attachment page

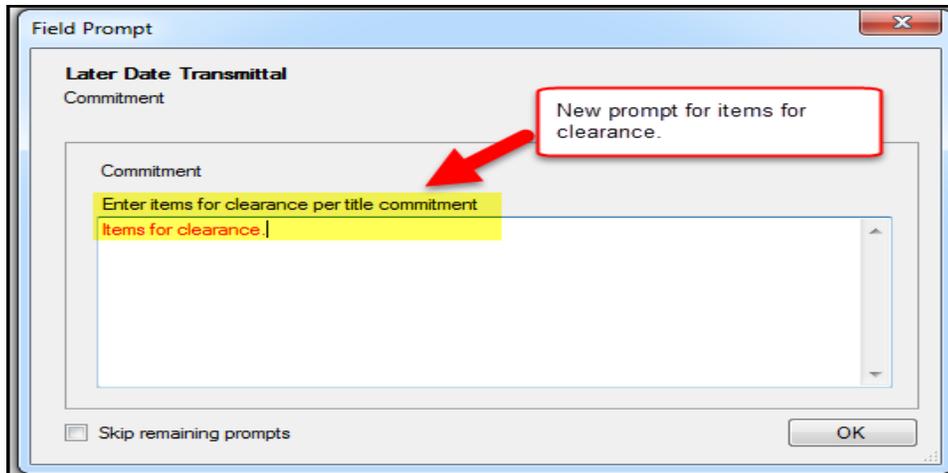
[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## Later Date Transmittal

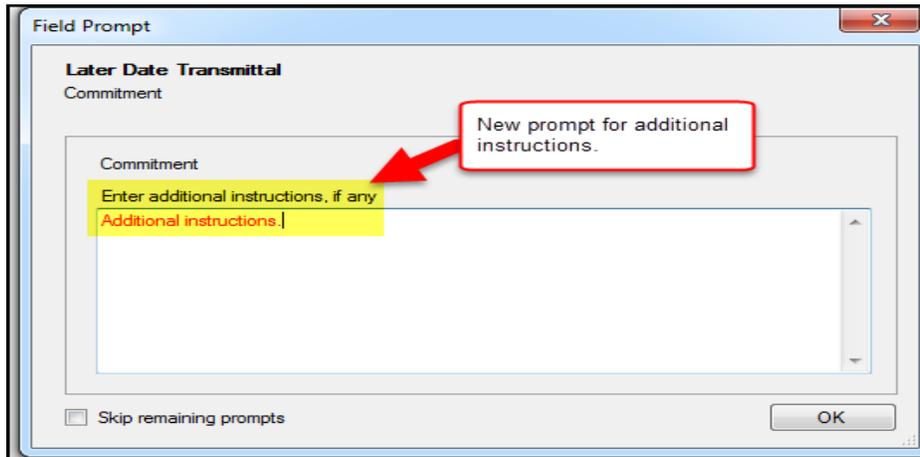
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Metro	n/a	235404	

Updated document so there are two new prompts for information related to items for clearance and additional instructions, as shown below:



### B. ITEMS FOR CLEARANCE PER TITLE COMMITMENT:

Items for clearance. ← Items for clearance stated on document.



### E. ADDITIONAL INSTRUCTIONS:

Additional instructions. ← Additional instructions stated here.

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## Legal Description Report

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Metro	n/a	236401	

Updated the document so that the "Prepared For" label is displayed only if the individual's name for whom the report is prepared is entered in the Order.

**LEGAL DESCRIPTION REPORT**

Prepared For label is displayed if the appropriate information is completed in the Order.

<p><b>Prepared For:</b> Savings Bank 1234 Savings Street Albany, CA 94706</p> <p><b>Search Dated:</b> February 16, 2015</p> <p><b>Property:</b> 1234 Main Street, Albany, OR 94707</p> <p><b>APN/Parcel ID:</b> 123456</p>	<p><b>Ref No.:</b> 123456</p> <p><b>Order No.:</b> 2014080299RB</p> <p><b>County:</b> Alameda</p>
--	---

**Legal Description:**  
SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

**LEGAL DESCRIPTION REPORT**

Example of how the document renders when the Prepared For information is not completed in the Order.

<p><b>Search Dated:</b> February 16, 2015</p>	<p><b>Order No.:</b> 2014080299RB</p> <p><b>County:</b> Alameda</p> <p><b>Property:</b> 1234 Main Street, Albany, OR 94707</p> <p><b>APN/Parcel ID:</b> 123456</p>
---	--

**Legal Description:**  
SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Letter (Hold Harmless)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Downstate	n/a	243584	ILD0033.doc

New document. Render to view complete document.

101 Test Avenue  
Tulare, CA 93274  
Phone: (559)555-1111 / Fax: (559)555-2222

Hold Harmless Party Name  
Attn: Name

Date: February 16, 2015  
Policy No.: 123465  
Policy Amt: \$0.00  
Your No.: 123456

You show as exception No.(s) 123456 in your referenced commitment dated February 16, 2015, the following exception(s):  
[Exception for Hold Harmless](#)

[Back to Table of Contents](#)

## Letter (Lien)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Metro	n/a	235404	

Updated document so that when the Security Instrument recording date is not completed, the Disbursement Date is displayed on the letter.

1234 Escrow Way  
Albany, CA 94710  
Phone: 888-123-4567 / Fax: 887-123-4567

When the Security Instrument recording date is not completed, the Disbursement Date is shown here instead.

Larry Lender  
Savings Bank  
1234 Savings Street  
Albany, CA 94706

**Lien Date:** August 15, 2014  
**Loan No.:** 0132456  
**Escrow No.:** 2014080299RBSA  
**Borrower(s):** John Smith and Mary Smith  
**Property:** 1234 Main Street  
Albany, CA 94707

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Letter (Refund Check)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Metro	n/a	235404	ILD0438.doc

New document. Render to view complete document.

<p>1234 Escrow Way Albany, CA 94710 Phone: 888-123-4567 / Fax: 887-123-4567</p>	
<p>Larry Lawyer Law Firm, LLC 1234 S. Main Street Albany, CA 94707</p>	<p><b>Date:</b> February 4, 2015 <b>Order No.:</b> 2014080299RB</p>
<p>Enclosed please find a refund check. The refund is for either an overcharge on transfer stamp fees or recording fees. Please deposit the check as soon as possible.</p> <p>If you have questions, please do not hesitate to call the following:</p> <p>Escrow LLC 1234 Escrow Way Albany, CA 94710 Attn: SPS Administrator</p>	

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Letter (Thank You - Service Provider)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Metro	n/a	235404	ILD0434.doc

New document. Render to view complete document.

Larry Escrow  
Escrow LLC  
1234 Escrow Way  
Albany, CA 94710

**Date:** February 4, 2015  
**Escrow No.:** 2014080299RBSA  
**Property:** 1234 Main Street  
Albany, CA 94707

Thank you for your order.

Your [Escrow LLC](#) Escrow No.: [2014080299RB](#)

**Seller:** [Builder, LLC](#)

**Buyer:** [John Smith, Mary Smith](#) and [Buyer Trust](#)

Your order will be completed pursuant to your instructions. If you have any questions with regard to the above referenced file, please do not hesitate to call.

We appreciate your business.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Limited POA for Sales Disclosure

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	IL FT RLC	n/a	241169	IND1006.doc

New document for Indiana files. Render to view complete document.

**LIMITED POWER OF ATTORNEY FOR  
PREPARATION, COMPLETION AND  
SIGNATURE OF THE INDIANA  
SALES DISCLOSURE FORM**

**File No.:** [2015020001RB](#)

Know all men by these presents that the undersigned Buyer(s) and Seller(s) do hereby make, constitute and appoint [Settlement Agent Company](#) or its designated agent to be my/our true and lawful attorney, for me/us and in my/our name, place and stead to do any and all of the following:

- To prepare, complete and, if necessary, sign the Indiana Sales Disclosure Form from the property located at:  
[17 Knickerbocker Street, Ballston Spa, CA 12345](#)

This power shall not be affected by my/our later disability or incompetence.

I/We give and grant to my/our said Attorney-in-Fact full power and authority to do and perform all and every act and thing requisite or proper to be done in the exercise of the rights and powers herein granted, as full, to all intents and purposes, as I/we might or could do if personally present, with full power and substitution and revocation and with full authority to deal with the property as authorized above hereby ratifying and confirming all that my/our said Attorney-in-Fact, or his/her substitute, or substitutes, lawfully do or cause to be done by virtue of the authority herein.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

Property Profile				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Metro	n/a	235404	ILD0433.doc
New document. Render to view complete document.				
<b>PROPERTY PROFILE</b>				
<b>Applicant:</b> Savings Bank 1234 Savings Street Albany, CA 94706		<b>Order No.:</b> 2014080299RB		
<b>Customer Reference:</b> 123456		<b>Effective Date:</b>		
		<b>Parcel ID(s):</b> 123456		
		<b>Property:</b> 1234 Main Street Albany, CA 94707		
		<b>County:</b> Alameda		

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Short Sale Acknowledgment

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Metro	n/a	235404	ILD0436.doc

New document. Render to view complete document.

### SHORT SALE ACKNOWLEDGMENT

**Date:** February 4, 2015  
**Escrow No.:** 2014080299RBSA  
**Borrower(s):** John Smith and Mary Smith  
**Property:** 1234 Main Street  
 Albany, CA 94707

Buyer acknowledges and agrees as follows:

A condition of **Payoff Lender Company's** approval of the short sale is that the buyer agrees that the buyer will not transfer the property which is the subject of this transaction within **15** days of the close of escrow (or closing). Buyer understands that escrow holder (or settlement agent) has agreed to close this escrow and the title insurer who will be issuing buyer's lender a policy of title insurance without raising an exception for the \_\_\_\_\_ loan or the terms of this condition contained in the approval has agreed to issue said policy on the basis of the following acknowledgments by the buyer. Buyer agrees not to transfer the property within said **15** day period and further represents that buyer will be occupying the premises as buyer's principle residence. Buyer does hereby agree to indemnify escrow holder (settlement agent) and the title insurer harmless from any loss, costs or damages including, but not limited to attorney's fees, which either may incur as a result of buyer transferring the property within said **15** day period.

[Back to Table of Contents](#)

## TI Agreement (Rev 2012)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Metro	n/a	235404	

Updated document so that there are additional paragraphs for CT Metro offices only.

The undersigned does hereby agree to pay the Company a processing fee in accordance with its then current rate schedule.

The parties acknowledge that beginning after a period of one (1) year from the date of this agreement, Chicago Title Insurance Company will impose an administrative maintenance fee (quarterly, semi-annually, or annually) equivalent to the fee set forth on the Company's then current rate schedule.

This fee may be deducted from the outstanding balance of funds deposited under this Agreement or billed to Names and Addresses of Indemnitor(s).

IN WITNESS WHEREOF, the undersigned

**INDEMNITOR(S):**

These three additional paragraphs are shown when EPU-CTIL is selected in the Ownership Profile.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Title Indemnity Agreement (FNT)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Metro	n/a	236401	

Replaced blank line with prompt:

**Field Prompt**

**Title Indemnity Agreement (FNT)**  
Seller Betty White (S)

---

Owner's Policy (\$0.00)

Enter the expiration date for the title indemnity to be resolved

If this Indemnity, and Security Agreement is not terminated as hereinbefore provided on or before February 4, 2015, the Company shall thereafter charge a reasonable annual service or handling fee to be paid out of the fund.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

\_\_\_\_\_  
Betty White

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Tract Search Report

NEW/MOD Mod	REQUESTED BY FT Metro	FOOTPRINTS No(s). n/a	TFS No(s). 236401	FILE NAME (NEW ITEMS ONLY)
Added autonumbering on exceptions for sections 2 & 4				

[Back to Table of Contents](#)

## Village Tax Forms

NEW/MOD New	REQUESTED BY FT RLC	FOOTPRINTS No(s). n/a	TFS No(s). 233949	FILE NAME (NEW ITEMS ONLY) See below
----------------	------------------------	--------------------------	----------------------	---

### New Village Tax Forms:

ILD0363.doc	Addison Forms	ILD0398.doc	Lake Forest Forms
ILD0364.doc	Alsip Forms	ILD0399.doc	Lansing Forms
ILD0365.doc	Aurora Forms	ILD0400.doc	Lincolnwood Forms
ILD0366.doc	Bartlett Forms	ILD0401.doc	Markham Forms
ILD0367.doc	Bedford Park Forms	ILD0402.doc	Matteson Forms
ILD0368.doc	Bolingbrook Forms	ILD0403.doc	McCook Forms
ILD0369.doc	Buffalo Grove Forms	ILD0404.doc	Mettawa Forms
ILD0370.doc	Burnham Forms	ILD0405.doc	Midlothian Forms
ILD0371.doc	Calumet City Forms	ILD0406.doc	Morton Grove Forms
ILD0372.doc	Calumet Park Forms	ILD0407.doc	Mount Prospect Forms
ILD0373.doc	Carol Stream Forms	ILD0408.doc	Naperville Forms
ILD0374.doc	Channahon forms	ILD0409.doc	Norridge Forms
ILD0375.doc	Chicago Heights Forms	ILD0410.doc	Niles Forms
ILD0376.doc	Cicero Farms Forms	ILD0411.doc	North Chicago Forms
ILD0377.doc	Countryside Forms	ILD0412.doc	Oak Lawn Forms
ILD0378.doc	Country Club Hills Forms	ILD0413.doc	Oak Park Forms
ILD0379.doc	Des Plaines Forms	ILD0414.doc	Park Ridge Forms
ILD0380.doc	Dolton Forms	ILD0415.doc	River Forest Forms
ILD0381.doc	East Hazel Crest Forms	ILD0416.doc	River Grove Forms
ILD0382.doc	Elgin Forms	ILD0417.doc	Riverdale Forms
ILD0383.doc	Elk Grove Village Forms	ILD0418.doc	Robbins Forms
ILD0384.doc	Elmwood Park Forms	ILD0419.doc	Rolling Meadows Forms
ILD0385.doc	Evanston Forms	ILD0420.doc	Romeoville Forms
ILD0386.doc	Evergreen Park Forms	ILD0421.doc	Schaumburg Forms
ILD0387.doc	Glen Ellyn Forms	ILD0422.doc	Skokie Forms
ILD0388.doc	Glendale Heights Forms	ILD0423.doc	South Holland Forms
ILD0389.doc	Glenwood Forms	ILD0424.doc	Stickney Forms
ILD0390.doc	Hanover Park Forms	ILD0425.doc	Streamwood Forms
ILD0391.doc	Harvey Forms	ILD0426.doc	Sycamore Forms
ILD0392.doc	Village Stamps and Requirements	ILD0427.doc	University Park Forms
ILD0393.doc	Harwood Heights Forms	ILD0428.doc	West Chicago Forms
ILD0394.doc	Highland Park Forms	ILD0429.doc	Wheaton Forms
ILD0395.doc	Hillside Forms	ILD0430.doc	Wheeling Forms
ILD0396.doc	Hoffman Estates Forms	ILD0431.doc	Woodridge Forms
ILD0397.doc	Joliet Forms		

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Water Certification Acknowledgment

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Metro	n/a	235404	ILD0437.doc

New document. Render to view complete document.

### WATER CERTIFICATION ACKNOWLEDGMENT

**File No.:** [2014080299RB](#)

The undersigned purchaser acknowledges that the undersigned is responsible for any additional taxes, penalties, interest, fees and other charges due and owing to the City of Chicago arising from the inability to timely purchase Chicago transfer stamps as required by the Chicago Transfer Tax Ordinance.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

[Back to Table of Contents](#)

## Wiring Information

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	CT Metro		233562	

- Created Wire Information specific to IL 3.0

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Title

### ALTA Limited Junior Loan Policy (Equity)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Metro		235404	ILD0435.doc

New document. Render to view complete document.

### ALTA RESIDENTIAL LIMITED COVERAGE JUNIOR LOAN POLICY

Issued By:



CHICAGO TITLE INSURANCE COMPANY

Policy Number:

5257-sherrytest

**Any notice of claim and any other notice or statement in writing required to be given to the Company under this Policy must be given to the Company at the address shown in Section 15 of the Conditions.**

#### COVERED RISKS

SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE EXCEPTIONS AND THE CONDITIONS, and provided that the Land is a one-to-four family residence or condominium unit, CHICAGO TITLE INSURANCE COMPANY, a Nebraska corporation, the Company, insures, as of Date of Policy, against loss or damage, not exceeding the Amount of Insurance, sustained or incurred by the Insured by reason of:

1. The Grantee not being the named grantee on the last document purporting to vest the Title recorded in the Public Records.
2. The description of the Land in Schedule A not being the same as that contained in the last document purporting to vest the Title recorded in the Public Records.
3. A Monetary Lien recorded in the Public Records.
4. Any ad valorem taxes or assessments of any governmental taxing authority that constitute a lien on the Title and that on Date of Policy appear in the official ad valorem tax records where the Land is located.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## REPORTS

<b>Dormant Activity</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	CT-Chicago Metro		232290	
<ul style="list-style-type: none"><li>• Add pick-list for Settlement Agent flash code</li><li>• Add pick-list for Settlement Agent lookup code</li></ul>				

[Back to Table of Contents](#)

<b>Escrow Trial Balance</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	CT-Chicago Metro		232290	
<ul style="list-style-type: none"><li>• Add pick-list for Settlement Agent flash code</li><li>• Add pick-list for Settlement Agent lookup code</li></ul>				

[Back to Table of Contents](#)

<b>Lookup Table Search</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	FT-Chicago Metro	236407	236407	
<ul style="list-style-type: none"><li>• Added checkbox after "Search for"; default unchecked;</li><li>• Label "Show only companies w/o contact assigned";</li><li>• Checkbox should only function when "Search by" is: Company Name, Company Address or Company Lookup Code</li></ul>				

[Back to Table of Contents](#)

<b>Outstanding Checks</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	MSW		233783	
<ul style="list-style-type: none"><li>• Added option to "Group by" for Property Type</li><li>• Added pick-list for "Property Type"</li><li>• Add pick-list for Settlement Agent flash code</li><li>• Add pick-list for Settlement Agent lookup code</li></ul>				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

<b>Policy Production</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	MSW		233787	
<ul style="list-style-type: none"><li>On the detail pages for "Completed" and "Service Level Details" added Policy Number as the last column</li></ul>				

[Back to Table of Contents](#)

<b>Title Production Report</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
MOD	CT Metro		240735	
<ul style="list-style-type: none"><li>Added "Task contains 'Exam Completed'" as stop time</li></ul>				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

<b>Transaction Activity</b>				
NEW/MOD MOD	REQUESTED BY MSW	FOOTPRINTS No(s).	TFS No(s). 233781,232290	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Added "Sort by" option for Payee/Payor</li> <li>• Added "Payee/Payor name contains" free-text field above the Branch picklist</li> <li>• Changed "Group by branch then closer" to a dropdown; label "Group by"; options are: "None" (default); "Branch, Escrow Officer/Closer"; "Payee/Payor"</li> <li>• Added options to the "Activity report" dropdown: All Disbursements; All Receipts</li> <li>• Updated Incoming Wire activity page to reflect the "Payor Name" in the From Bank column when the Bank Name on the transaction is blank</li> <li>• Add pick-list for Settlement Agent flash code</li> <li>• Add pick-list for Settlement Agent lookup code</li> </ul>				

[Back to Table of Contents](#)

<b>Transaction Form</b>				
NEW/MOD MOD	REQUESTED BY SoftPro	FOOTPRINTS No(s).	TFS No(s). 234048	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Removed settlement account number</li> </ul>				

[Back to Table of Contents](#)

<b>Weekly Summary of Business Worksheet</b>				
NEW/MOD MOD	REQUESTED BY FT- Sacramento	FOOTPRINTS No(s).	TFS No(s). 233269	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Added picklist for "Branch County"</li> </ul>				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## NORTH CAROLINA

### DOCUMENTS

#### Escrow

#### IBA-WF Acct Auth & Activity Request

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CTNC	n/a	235685	101046D0097.doc

New document. Render to view complete document.



#### WELLS FARGO BANK - ACCOUNT AUTHORIZATION & ACTIVITY REQUEST Corporate/Commercial Money Market Savings Account

Request  
Date: February 3, 2015

Requests received by (4 p.m. PST / 6 p.m. CST / 7 p.m. EST) will be processed same business day.

- Bulk requests should be coordinated in advance to schedule a timeline for completion.
- Request received after cut off time will be processed the next business day.

If your matter requires a response prior to 12 p.m. EST / 11 a.m. CST / 9 a.m. PST please include "URGENT" at the beginning of your subject line.

**Please submit all requests in PDF format to → [WFBMRA@wellsfargo.com](mailto:WFBMRA@wellsfargo.com)**

I acknowledge that the customer has received Wells Fargo Bank's Commercial Account Agreement and agree that its terms and conditions, as amended from time to time, will govern the Account(s).

Escrow Agent - Authorized Signature #1		Print Name:	
Escrow Agent - Authorized Signature #2		Print Name:	
Escrow Agent Name: (Title/Escrow Company Name)	Chicago Title Company		Phone (789)807-9870
Contact Person:	Ruth Burk	Email <a href="mailto:ruth.burke@softpro.corp">ruth.burke@softpro.corp</a>	Fax: (987)098-7098
Statement Address:	Chicago Title Company, 3717 National Drive, Suite 106, Raleigh, NC 27612		
Account to be Title as:	Attorney, LLC, Chicago Title Company, Escrow Agent		

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Title

ALTA 36.7-06 - Energy Project - Fee Estate - Owner's Policy (Adopted 12-1-14)

ALTA 36.8-06 - Energy Project - Fee Estate - Loan Policy (Adopted 12-1-14)

ALTA 45-06 - Pari Passu Mortgage - Loan Policy (Adopted 12-1-14)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(S).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CTNC	n/a	242880, 242901	E14A036_07_NC, E14A036_08_NC, E14A045_00_NC

### Screenshot First Page of One Example Only. Render in Test Site to See Full Version of Each.

Chicago Title Insurance Company
Endorsement 45-06  
(Pari Passu Mortgage - Loan Policy)

**ENDORSEMENT**

Attached to Policy No. 34 2011080197 - NC Test

Issued by

**CHICAGO TITLE INSURANCE COMPANY**

1. The insurance provided by this endorsement is subject to the exclusions in Section 4 of this endorsement, the Exclusions from Coverage in the policy, the Exceptions from Coverage contained in Schedule B, and the Conditions.
2. For the purpose of this endorsement only:
  - (a) "Intercreditor Agreement" means each agreement described in Exceptions FILL IN of Schedule B of the policy among the *Pari Passu* Lenders;
  - (b) "*Pari Passu* Lender" means each respective lender secured by a *Pari Passu* Mortgage that has a policy issued by the Company insuring its Insured Mortgage or *Pari Passu* Mortgage; and
  - (c) "*Pari Passu* Mortgage" means the Insured Mortgage and each mortgage described in Exceptions FILL IN of Schedule B of the policy.
3. The Company insures against loss or damage sustained by the Insured by reason of:
  - (a) the invalidity or unenforceability of the lien of the Insured Mortgage resulting solely from the provisions of a *Pari Passu* Mortgage or Intercreditor Agreement establishing lien priority; or
  - (b) the lack of equal lien priority of the Insured Mortgage to the other *Pari Passu* Mortgages.
4. The Company does not insure against loss or damage (and the Company will not pay costs, attorneys' fees, or expenses) resulting from:
  - (a) the failure of the Insured or any *Pari Passu* Lender to comply with the terms of the *Pari Passu* Mortgage or Intercreditor Agreement;
  - (b) the failure of the Insured and each other *Pari Passu* Lender to simultaneously foreclose the Insured Mortgage with each other *Pari Passu* Mortgage; or
  - (c) any provision in the Intercreditor Agreement that creates a preference among the *Pari Passu* Lenders for the sharing of the Indebtedness.
5. If the Insured, any other *Pari Passu* Lender, or others have conflicting claims to all or part of the loss payable under the policy, the Company may interplead the amount of the loss into court. The Insured and any other *Pari Passu* Lender shall be jointly and severally liable for the Company's reasonable cost for the interpleader and subsequent proceedings, including attorneys' fees. The Company shall be entitled to payment of the sums for which the Insured and any other *Pari Passu* Lender are liable under the preceding sentence from the funds deposited into court, and it may apply to the court for their payment.

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ALTA 45-06/Pari Passu Mortgage - Loan Policy  
101048D0047.doc / Updated: 08-03-12
Adopted: 12-01-14
Printed: 02-19-15 01:23PM  
NC-CT-FBAC-364700-2011080197 - PB NC Endo

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## OREGON

### DOCUMENTS

#### Escrow

##### Affidavit (ALTA)

##### Affidavit (Lien)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Portland	n/a	244661	

Modified to look to Commitment Effective Date; if empty, will prompt "Enter the effective date of the Preliminary Report"

[Back to Table of Contents](#)

##### Affidavit (Death of Trustee)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Portland	n/a	235665	ORD1309.doc

New document. Render to view complete document.

**RECORDING REQUESTED BY:**

1234 Escrow Way  
Albany, CA 94710

**Escrow No.:** 2014080299RB

**AFTER RECORDING RETURN TO:**

Larry Lawyer  
Law Firm, LLC  
1234 S. Main Street  
Albany, CA 94707

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### AFFIDAVIT - DEATH OF TRUSTEE

John Smith being of legal age, and first duly sworn, deposes and says:

1. That Jim Smith the decedent mentioned in the attached certified copy of Certificate of Death is the same person named as the Trustee in that certain Declaration of Trust dated February 16, 2015 executed by Name of Original Trustor, as Trustor(s).

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Application for Title Insurance and Indemnity

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Portland	n/a	244661	

Modified to look to Commitment Effective Date; if empty, will prompt "Enter the effective date of the Preliminary Report"

[Back to Table of Contents](#)

## Assignment of Funds Authorization - Buyer/Borrower

### Assignment of Funds Authorization - Seller

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Portland	n/a	240384	

Updated the documents so that if the Escrow Office/Settlement Agent is located in Oregon, additional language is added to the document above the IN WITNESS clause.

IT IS UNDERSTOOD BY THE PARTIES SIGNING THE ABOVE INSTRUCTIONS OR THOSE ESCROW INSTRUCTIONS WHICH ARE ATTACHED HERETO THAT SUCH INSTRUCTIONS CONSTITUTE THE WHOLE AGREEMENT BETWEEN THIS FIRM AS AN ESCROW AGENT AND YOU AS A PRINCIPAL TO THE ESCROW TRANSACTION. THESE INSTRUCTIONS MAY NOT INCLUDE ALL OF THE TERMS OF THE AGREEMENT WHICH IS THE SUBJECT OF THIS ESCROW. READ THESE INSTRUCTIONS CAREFULLY, AND DO NOT SIGN THEM UNLESS THEY ARE ACCEPTABLE TO YOU.

IN WITNESS WHEREOF, the undersigned have executed the

Additional language is displayed above the IN WITNESS clause when the Escrow Office is in Oregon.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

<b>Assignment (Reserves)</b>						
NEW/MOD New	REQUESTED BY FNT Portland	FOOTPRINTS No(s). n/a	TFS No(s). 235665	FILE NAME (NEW ITEMS ONLY) ORD1311.doc		
New document. Render to view complete document.						
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: right; margin: 0;"><b>ASSIGNMENT OF RESERVES</b></p>    <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>Larry Appraiser Golden State Appraisals, LLC 4078 China Hills Way Anywhere, HI 11111</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>Escrow No.: 2014080299RBSA Loan No.: 0132456</p> </td> </tr> </table> <p style="font-size: small; margin-top: 10px;">For value received, we, the undersigned, hereby assign, transfer and set over to <a href="#">John Smith</a> and <a href="#">Mary Smith</a> any and all reserves and trust funds of whatsoever kind or nature, now held by you in our name or hereafter acquired by the undersigned in connection with the above loan.</p> <p style="font-size: small; margin-top: 10px;">IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.</p> </div>					<p>Larry Appraiser Golden State Appraisals, LLC 4078 China Hills Way Anywhere, HI 11111</p>	<p>Escrow No.: 2014080299RBSA Loan No.: 0132456</p>
<p>Larry Appraiser Golden State Appraisals, LLC 4078 China Hills Way Anywhere, HI 11111</p>	<p>Escrow No.: 2014080299RBSA Loan No.: 0132456</p>					

[Back to Table of Contents](#)

<b>Authorization (Exceed Authority Limits)</b>						
NEW/MOD New	REQUESTED BY FNT Portland	FOOTPRINTS No(s). n/a	TFS No(s). 235665	FILE NAME (NEW ITEMS ONLY) ORD1313.doc		
New document. Render to view complete document.						
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;"><b>AUTHORIZATION TO EXCEED AUTHORITY LIMITS</b></p> <p style="text-align: center; margin: 0;"><b>ATTACH COPY OF PROPOSED COMMITMENT SCHEDULES AND REQUESTED ENDORSEMENTS</b></p>    <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>Date: February 16, 2015 Office/Agency: <a href="#">Title Company, LLC</a> Property: <a href="#">Albany, Alameda County, California</a> <a href="#">Albany, Alameda County, California</a></p> <p>Customer: Owner's Policy Amount: \$0.00</p> <p>Brief description of transaction: List Attachments:</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>File No.: <a href="#">2014080299RBSA</a> Project Name: <a href="#">Name of Project</a></p> <p>Loan Policy Amount: \$0.00 Lender: <a href="#">Savings Bank</a></p> </td> </tr> </table> </div>					<p>Date: February 16, 2015 Office/Agency: <a href="#">Title Company, LLC</a> Property: <a href="#">Albany, Alameda County, California</a> <a href="#">Albany, Alameda County, California</a></p> <p>Customer: Owner's Policy Amount: \$0.00</p> <p>Brief description of transaction: List Attachments:</p>	<p>File No.: <a href="#">2014080299RBSA</a> Project Name: <a href="#">Name of Project</a></p> <p>Loan Policy Amount: \$0.00 Lender: <a href="#">Savings Bank</a></p>
<p>Date: February 16, 2015 Office/Agency: <a href="#">Title Company, LLC</a> Property: <a href="#">Albany, Alameda County, California</a> <a href="#">Albany, Alameda County, California</a></p> <p>Customer: Owner's Policy Amount: \$0.00</p> <p>Brief description of transaction: List Attachments:</p>	<p>File No.: <a href="#">2014080299RBSA</a> Project Name: <a href="#">Name of Project</a></p> <p>Loan Policy Amount: \$0.00 Lender: <a href="#">Savings Bank</a></p>					

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Authorization (Manufactured Home Payoff)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Portland	n/a	235665	ORD1312.doc

New document. Render to view complete document.

AUTHORIZATION FOR PAYOFF OF MANUFACTURED HOME LOAN	
<b>Payoff Lender Company</b> 8686 Apple Street Your City, CA 22222	<b>Date:</b> February 16, 2015 <b>Escrow No.:</b> 2014080299RBSA <b>Seller(s):</b> Builder, LLC <b>Property:</b> 1234 Main Street Albany, CA 94707
The undersigned borrower hereby authorizes and directs you to accept payoff funds from the following company, which is handling the closing of my escrow:  <b>Escrow LLC</b> 1234 Escrow Way Albany, CA 94710	
in the approximate amount of No Dollars And No/100 Dollars (\$) and to surrender to them as instructed by them, the properly endorsed Certificate of Title on the following described manufactured home:	

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Certification (Trust)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Portland	n/a	235665	

Updated document so that there are blank lines displayed when certain information is not completed.

### CERTIFICATION OF TRUST

The undersigned, having been duly sworn, hereby declare, certify, depose and say:

1. NAME. My or our names and current addresses are as follows:

\_\_\_\_\_

2. TRUSTEES. I am the sole current trustee, or \_\_\_\_\_ are all of the trustees of the Trust ("the Trust") identified in this certification.

3. NAME OF TRUST. The complete name of the Trust is \_\_\_\_\_

4. DATE OF TRUST INSTRUMENT. The original date of the instrument is \_\_\_\_\_

5. TRUST EXISTS. The Trust exists as of the date of this certification.

6. SETTLOR(S). The settlor or trustor (or settlors or trustors) of the Trust is or are \_\_\_\_\_

Blank lines are displayed for these items if the information is not provided when rendering the document.

11. TRUST TAXPAYER IDENTIFICATION NUMBER. The last four digits of the Trust taxpayer identification ("TIN") are \_\_\_\_\_. The following statement describes this TIN (mark one and fill in when appropriate):

(a) This is an employer identification number.

(b) This is the trustor Social Security Number of \_\_\_\_\_

12. TITLE TO TRUST ASSETS. The following is the manner in which title to assets of \_\_\_\_\_

Blank lines are displayed for these items if the information is not provided when rendering the document.

### CERTIFICATION OF TRUST

(continued)

13. SITUS OF TRUST. The Trust was established in the following state \_\_\_\_\_

Blank line is displayed for this item if the information is not provided when rendering the document.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Checklist (Approval of Creditors' Rights or Mechanics' Lien Coverage)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Portland	n/a	235665	ORD1309.doc

New document. Render to view complete document.

CHECKLIST FOR APPROVAL OF  
CREDITORS' RIGHTS OR  
MECHANICS' LIEN COVERAGE

Please include this completed checklist with request for approval. Allow two (2) business days for review.

**ALL TRANSACTIONS**

- Coverage requested
- Description of the project
- Draft Indemnity(s)
- State if the transaction is Agency or Direct
  - Direct
  - Agency

Agent: \_\_\_\_\_; Agent ID: \_\_\_\_\_

Agency Manager: \_\_\_\_\_; Phone No.: \_\_\_\_\_

- Premiums including gross and net amount (if agent transaction)
- All additional information relevant to the underwriter(s) in making a decision regarding creditors' rights and/or mechanics' lien coverage
- All underwriting approvals (including signed copy of Authorization to Exceed Authority Limits form)

[Back to Table of Contents](#)

## Consent to Assignment

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Portland	n/a	235665	ORD1314.doc

New document. Render to view complete document.

CONSENT TO ASSIGNMENT

**Escrow No.:** [2014080299RBSA](#)

The undersigned, as Vendor in that contract of sale recorded, [February 16, 2015](#) in [Book 1111, Page 222](#), between [Jim Vendor](#) and [John Vendor](#) does hereby consent to the assignment of all right, title and interest of Vendee to:

[John Smith](#) and [Mary Smith](#), Grantee.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Corporate Resolution of the Board of Directors

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Portland	n/a	235665	ORD1315.doc

New document. Render to view complete document.

**CORPORATE RESOLUTION  
OF THE BOARD OF DIRECTORS  
of Builder, LLC**

The undersigned Board Members of [Builder, LLC](#), a corporation duly authorized and existing under the laws of the State of Oregon, hereby certify that, at a meeting of the Board of Directors duly called and held at [123 Property Way, Albany, OR](#) on [February 16, 2015](#) at which meeting a quorum was continuously present, the following resolutions were adopted, are now in full force and effect, and have not been modified or rescinded in any manner:

[Resolutions adopted at the board meeting.](#)

[Back to Table of Contents](#)

## Creditors' Rights Coverage (Info to Support Request)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Portland	n/a	235665	ORD1316.doc

New document. Render to view complete document.

**CREDITORS' RIGHTS COVERAGE  
INFORMATION TO SUPPORT REQUEST  
FOR UNDERWRITING APPROVAL**

**Title Insurer Branch/Agent Order No.:** [Underwriter Co. / 2014080299RB](#)  
**Transaction Reference:** [123456](#)  
**Branch/Agent Name:** [Larry Underwriter](#)  
**Branch/Agent Address:** [1234 Underwriter Lane, Albany, CA 94706](#)

Creditors' rights coverage under a title insurance policy related to an attack on the insured interest through federal bankruptcy, state insolvency or similar creditors' rights laws. Customary policy forms exclude such coverage for the transaction that created the insured's interest. In order to underwrite the risks of extending, rather than excluding, the coverage, a title insurer requires information about the structure of the transaction, the financial status of the borrower and its principals, the value and debt burden of the property being mortgaged, the use of mortgage funds, and other information relevant to the financial strength of the borrower and the financial integrity of the transaction.

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

- El - Buyer's
- El - Lender's
- El - Sale (EIS)
- El - Seller's

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Portland	n/a	244661	

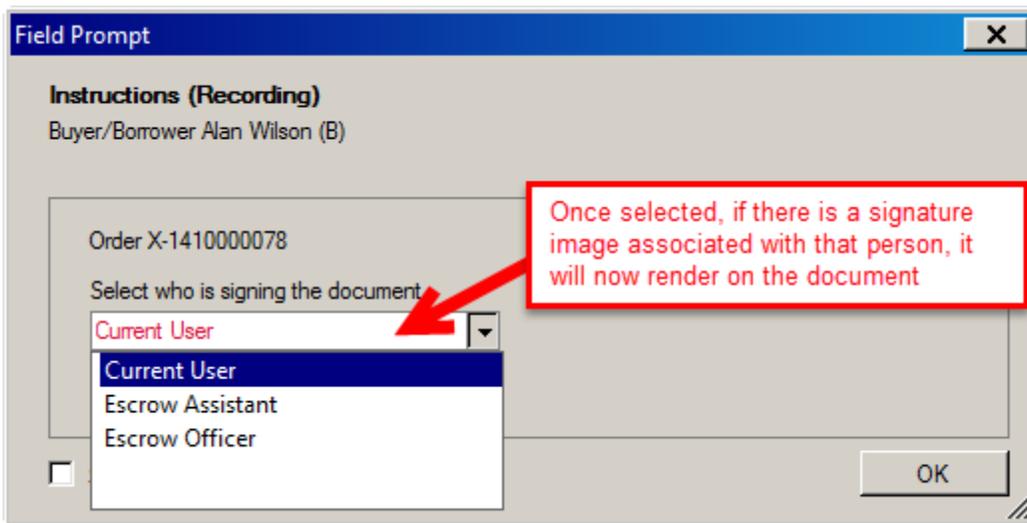
Modified to look to Commitment Effective Date; if empty, will prompt "Enter the effective date of the Preliminary Report"

[Back to Table of Contents](#)

## Instructions (Recording)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	OR RLC		240072	

Added coding for Signature Images to pull through on document for Current User, Escrow Assistant, and Escrow Officer.



---

Signature

---

Date

By:           Michele Scarbrough            
          Print Name

Its:           Document Specialist            
          Print Title

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

Letter (Funding Request)				
NEW/MOD Mod	REQUESTED BY FNT Portland	FOOTPRINTS No(s). n/a	TFS No(s). 235665	FILE NAME (NEW ITEMS ONLY)
<p style="text-align: center;">Updated document so there are no longer references to the Lender contact person and the salutation reads "To Whom It May Concern:"</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>ATTN: Funding Dept. Savings Bank 1234 Savings Street Albany, CA 94706</p> <p>To Whom It May Concern:</p> <p>Enclosed are the following documents and/or papers in connection with your above referenced loan:</p> <ul style="list-style-type: none"> <li>• Enclosures</li> </ul> <p>When you have approved the enclosed, please contact us when you are ready to issue funds.</p> </div> <div style="width: 50%; border: 1px solid red; padding: 5px; margin-left: 10px;"> <p>Date: February 3, 2015 Ref. No.: 0132456</p> <p style="text-align: center;">There is no reference made to the Lender contact person and the salutation reads "To Whom It May Concern:"</p> </div> </div> <div style="margin-top: 10px; text-align: right; color: blue;"> <p>9RBSA and Mary Smith Street 94707</p> </div> </div>				

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Letter (Line of Credit Authorization)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Portland	n/a	239143	

Updated document so the Legal Description is removed and it more closely matches the SP Classic version.

### LETTER OF CREDIT AUTHORIZATION

The Legal Description has been removed from the document.

Payoff Lender Company  
8686 Apple Street  
Your City, CA 22222

**Date:** February 3, 2015  
**Es crow No.:** 2014080299RBSA  
**Property:** 1234 Main Street  
Albany, CA 94707

The undersigned hereby authorizes you to close the above referenced credit line account upon receipt of this notice.

I/we agree to pay any charges pending that may not be reflected on the demand for payoff issued to the title insurance company and I/we agree to cease activity on this account.

Upon receipt of funds representing payment in full, you are to forward the full reconveyance to:

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Preliminary Report

<b>NEW/MOD</b> Mod	<b>REQUESTED BY</b> OR RLC	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b> 239184	<b>FILE NAME (NEW ITEMS ONLY)</b>
-----------------------	-------------------------------	--------------------------	-----------------------------	-----------------------------------

Added a custom field, which if checked, the Proposed Insured will print beneath the policy information under item 1.  
See MyScreens 239187

Policy - Schedule A

Check to display Proposed Insured on Preliminary Report

**EFFECTIVE DATE:** January 8, 2015, 12:00 AM

1. THE POLICY AND ENDORSEMENTS TO BE ISSUED AND THE RELATED CHARGES ARE:

	<u>AMOUNT</u>	<u>PREMIUM</u>
ALTA Loan Policy 2006	\$ 88,000.00	\$ 538.00
Proposed Insured: Nationstar Mortgage, LLC dba Greenlight		
OTIRO 209-06 - Restrictions, Encroachments, Minerals (ALTA 9-06)	\$	100.00
OTIRO 222-06 - Location (ALTA 22-06)	\$	0.00
OTIRO 208.1-06 - Environmental Protection Lien (ALTA 8.1-06)	\$	0.00

2. THE ESTATE OR INTEREST IN THE LAND HEREINAFTER DESCRIBED OR REFERRED TO COVERED BY THIS REPORT IS:

A Fee

[Back to Table of Contents](#)

## Preliminary Report

<b>NEW/MOD</b> Mod	<b>REQUESTED BY</b> FNT Portland	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b> 235665	<b>FILE NAME (NEW ITEMS ONLY)</b>
-----------------------	-------------------------------------	--------------------------	-----------------------------	-----------------------------------

Updated document so that if the Revision ID information is completed, the Revision Label will still show.

### Fidelity National Title

Company of Oregon

10200 SW Greenburg Rd,  
(503)977-3685

Revision Label shows when Revision ID information is completed.

#### PRELIMINARY REPORT

**ESCROW OFFICER:** Wayne Buehrer

**TITLE OFFICER:** Courtney Windley

**ORDER NO.:** CB Test File

**Revision 123456**

[Back to Table of Contents](#)





# FEBRUARY RELEASE NOTES

## Preliminary Report (Schedule A)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Portland		240070	ORD1317.doc

New document. Render to view complete document.

1234 Title Lane, Albany, CA 94706 888-123-4567 FAX 887-456-7890	
<b>PRELIMINARY REPORT</b>	
<b>ESCROW OFFICER:</b> Courtney Harty <b>TITLE OFFICER:</b> Wayne Buehrer	<b>ORDER NO.:</b> 2014080299RB
<b>TO:</b> Smith 1234 Buyer Way Albany, CA 94706	
<b>OWNER/SELLER:</b> Builder, LLC	
<b>PROPERTY ADDRESS:</b> 1234 Main Street, Albany, CA 94707 4321 Main Street, Albany, CA 94706	

[Back to Table of Contents](#)

## Reconveyance Tracker

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Portland		235665	ORD1307.doc

New document. Render to view complete document.

<b>RECONVEYANCE TRACKER</b>	
<a href="#">Escrow LLC Reconveyance Servicing Fax No. 887-123-4567</a>	
<b>Escrow No.:</b>	2014080299RBSA
<b>Date of Payoff:</b>	February 10, 2015
<b>Amount of Payoff:</b>	\$25,000.00
<b>Lender Paid:</b>	Payoff Lender Company 8686 Apple Street Your City, CA 22222
<b>Phone:</b>	(323)222-4545

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## MY SCREENS

### Escrow

#### Escrow Screens -- Open Order/General -- Policy Selection

<b>NEW/MOD</b> New	<b>REQUESTED BY</b> OR RLC	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b> 239187
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See Documents TFS No. 239184


Policy Selection

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**Policies to be Issued**

+ -	Policy Type	Proposed Insured	Coverage Amount	Version Code	Version
	Loan Policy	Lender ONE	\$400,000.00	P06A_L_LoanPol	ALTA Loan Policy 2006
	Owner's Policy	Bobby M. Buyer and Betty M. Buyer	\$500,000.00	P10A_O_HomeOwn	ALTA Homeowner's Policy...

Loan: 1 Lender ONE (\$400,000.00)

Policy lookup Code: P06A\_L\_LoanPol Coverage amount: \$400,000.00  Coverage TBD

Policy version: ALTA Loan Policy 2006

Proposed insured lookup code:  

Proposed insured: Lender ONE

Insured mortgage lookup code:  

Insured mortgage:

Check to display Proposed Insured on Preliminary Report

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Title

### Title Screens/Prelim Sched A

<b>NEW/MOD</b> New	<b>REQUESTED BY</b> OR RLC	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b> 239187
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See Documents TFS No. 239184

Prelim - Schedule A

**Policies to be Issued**

Policy Type	Proposed Insured	Coverage Amount	Version Code	Version
Loan Policy	Lender ONE	\$400,000.00	P06A_L_LoanPol	ALTA Loan Policy 2006
Owner's Policy	Bobby M. Buyer and Betty M. Buyer	\$500,000.00	P10A_O_HomeOwn	ALTA Homeowner's Policy...

Loan: 1 Lender ONE (\$400,000.00)

Policy lookup Code: P06A\_L\_LoanPol Coverage amount: \$400,000.00  Coverage TBD

Policy version: ALTA Loan Policy 2006

Proposed insured lookup code:  

Proposed insured: Lender ONE

Insured mortgage lookup code:  

Insured mortgage:  

Check to display Proposed Insured on Preliminary Report

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## TEXAS

### DOCUMENTS

#### Escrow

#### Letter (HOA Request)

NEW/MOD Mod	REQUESTED BY FT Dallas	FOOTPRINTS No(s). n/a	TFS No(s). 242825	FILE NAME (NEW ITEMS ONLY)
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Added coding around the Owner labels to pull Seller Name(s) if the transaction is a purchase.

<p>Sunny Meadows HOA 1000 Sunny Avenue Dallas, TX 75207 Phone:(972)555-9889</p>	<p><b>Date:</b> February 17, 2015 <span style="float: right;">Pg 1</span>  <b>GF#:</b> MLS-2014080299-MS Test TX  <b>Owner:</b> Samuel Seller and Samantha Seller  <b>Property Address:</b> 100 Property Street  Dallas, TX 75207</p>
<p>An escrow has been opened with this office covering the sale of the above referenced property; with a proposed settlement date of: <a href="#">March 31, 2015</a>.</p>	

<p>To: Erin Escrow Test Escrow Office 1001 Escrow Way Dallas, TX 75207</p>	<p><b>Date:</b> February 17, 2015 <span style="float: right;">Pg 2</span>  <b>GF#:</b> MLS-2014080299-MS Test TX  <b>Owner:</b> Samuel Seller and Samantha Seller  <b>Property Address:</b>  100 Property Street  Dallas, TX 75207</p>
<p>The undersigned association or its agent advises that as of this date:</p>	

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Title

### Commitment Schedule D - all operations

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Compliance	n/a	236052, 240760	TX_Disclosures_2015_02_17_FNF TX_DirOffcr_2015_02_17_FNF

As directed by Compliance, Commitment Schedule D has been updated to reflect the corporate disclosure information required by Procedural Rule P-21. The form has also been formatted consistent with the request by the Department of Insurance that the form be formatted for a single page (in most cases). The changes will appear for new orders going forward.

**CHICAGO TITLE INSURANCE COMPANY** **COMMITMENT NO.: 8000151400119**

**SCHEDULE D**

Commitment No.: 8000151400119 GF No.: CTCP15-8000151400119RP

Pursuant to the requirements of Rule P-21, Basic Manual of Rules, Rates and Forms for the writing of Title Insurance in the State of Texas, the following disclosures are made:

- The issuing Title Insurance Company, **Chicago Title Insurance Company**, is a corporation whose shareholders owning or controlling, directly or indirectly, 10% of said corporation, directors and officers are listed below:
  - Shareholders:** Fidelity National Title Group, Inc. which is owned 100% by FNTG Holdings, LLC which is owned 100% by Fidelity National Financial, Inc.
  - Directors:** Raymond Randall Quirk, Anthony John Park, Michael J. Nolan, Theodore L. Kessner, Edson N. Burton, Jr.
  - Officers:** Raymond Randall Quirk (President), Anthony John Park (Executive Vice President), Michael Louis Gravelle (Secretary), Daniel Kennedy Murphy (Treasurer)
- The following disclosures are made by the Title Insurance Agent issuing this Commitment:
  - Chicago Title of Texas, LLC**
  - (a) A listing of each shareholder, owner, partner, or other person having, owning or controlling one percent (1%) or more of the Title Insurance Agent that will receive a portion of the premium.
    - Owners:** FNTS Holdings, LLC owns 100% of Alamo Title Holding Company, which owns 100% of **Chicago Title of Texas, LLC**
  - (b) A listing of each shareholder, owner, partner, or other person having, owning or controlling 10 percent (10%) or more of an entity that has, owns or controls one percent (1%) or more of the Title Insurance Agent that will receive a portion of the premium.
    - Owners:** FNTG Holdings, LLC owns 100% of FNTS Holdings, LLC, which owns 100% of Alamo Title Holding Company, which owns 100% of **Chicago Title of Texas, LLC**
  - (c) If the Agent is a corporation: (i) the name of each director of the Title Insurance Agent, and (ii) the names of the President, the Executive or Senior Vice-President, the Secretary and the Treasurer of the Title Insurance Agent.
    - Officers/Directors:** Raymond Randall Quirk (President), Michael Louis Gravelle (Executive Vice President, General Counsel and Corporate Secretary), Joseph William Grealish (Executive Vice President), Kevin Donald Lutes (Executive Vice President and Division Manager), Anthony John Park (Executive Vice President and Chief Financial Officer), Richard Lynn Cox (Senior Vice President and Tax Officer), John "Gill" Gilbert Ernst (Senior Vice President and Regional Manager), Daniel Kennedy Murphy (Senior Vice President and Treasurer), John Tannous (President and County Manager), Gayle Brand (Vice President), Todd B. Rasco (Vice President), Linda Littlejohn (Vice President), Louis B. Williams, Jr. (Vice President), Charlie E. Valdes (Vice President)
  - (d) The name of any person who is not a full-time employee of the Title Insurance Agent and who receives any portion of the title insurance premium for services performed on behalf of the Title Insurance Agent in connection with the issuance of a title insurance form; and, the amount of premium that any such person shall receive.
  - (e) For purposes of this paragraph 2, "having, owning or controlling" includes the right to receipt of a percentage of net income, gross income, or cash flow of the Agent or entity in the percentage stated in subparagraphs (a) or (b).
- You are entitled to receive advance disclosure of settlement charges in connection with the proposed transaction to which this commitment relates. Upon your request, such disclosure will be made to you. Additionally, the name of any person, firm or corporation receiving a portion of the premium from the settlement of this transaction will be disclosed on the closing or settlement statement. You are further advised that the estimated title premium\* is:
 

<b>Owner's Policy</b>	<b>\$</b>	<b>788.00</b>
<b>Total</b>	<b>\$</b>	<b>788.00</b>

Of this total amount: 15% will be paid to the policy issuing Title Insurance Company; 25% will be retained by the issuing Title Insurance Agent; and the remainder of the estimated premium will be paid to other parties as follows:

Percent/Amount	To Whom	For Services
60%	Craig Penfold, PC	Closing Services

\*The estimated premium is based upon information furnished to us as of the date of this Commitment for Title Insurance. Final determination of the amount of the premium will be made at closing in accordance with the Rules and Regulations adopted by the Commissioner of Insurance.

Form T-7: Commitment for Title Insurance (01/03/14) TX---SPS-1-14-8000151400119

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## WASHINGTON

### DOCUMENTS

#### Escrow

Questionnaire (Seller)

Questionnaire (Seller), Letter

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	King County	n/a	232136	

Added "Sellers confirm they are US citizens? \_\_\_\_ yes \_\_\_\_ no" section (for all sellers in file).

Please provide your marital status:

- Married. Spouse's name: \_\_\_\_\_
- Unmarried, not a member of a domestic partnership
- Unmarried, member of a domestic partnership. Domestic partner's name: \_\_\_\_\_

Sellers confirm they are US citizens?  Yes  No **Stephen Seller**  
 Yes  No **Samantha Seller** 

Will you be using a Power of Attorney?  Yes  No If your answer is yes:

**This second screen shot is for following profiles only: \SEA, \REN, \TAC**

Please provide your marital status:

- Married. Spouse's name: \_\_\_\_\_
- Unmarried, not a member of a domestic partnership
- Unmarried, member of a domestic partnership. Domestic partner's name: \_\_\_\_\_

Sellers confirm they are US citizens?  Yes  No **Stephen Seller**  
 Yes  No **Samantha Seller**

**NOTE:** Section 1445 of the Internal Revenue Code requires a transferee (buyer) of a U.S. Real Property Interest to withhold ten (10) percent of the gross sales price if the transferor (seller) is a foreign person or entity unless the transferee receives a certification of non-foreign status from the transferor (seller). The certification must be signed under penalties of perjury, stating the transferor is not a foreign person/entity and containing the transferor's name, address, and U.S. Taxpayer Identification Number.

Will you be using a Power of Attorney?  Yes  No If your answer is yes:

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

<b>Survey</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
Mod	CT Thurston	n/a	244119	<p style="text-align: center;">Updated document with new County Manager signature image for N. Hakala.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>On behalf of our entire staff, we truly appreciate your business and thank you for your input.</p> <p>Sincerely,</p> <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="border: 1px solid red; padding: 5px; margin-left: 20px; display: inline-block;">             New signature image for N. Hakala.           </div> </div> </div>

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## SERVICELINK

### DOCUMENTS

#### Escrow

#### Agent Property Questionnaire

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	ServiceLink	n/a	236427	SLD1068.doc

New document. Render to view full document.



**AGENT PROPERTY QUESTIONNAIRE  
(REQUIRED FOR CLOSE OF ESCROW)**

<p>Wayne Buehrer, Configuration Analyst Settlement Agent Company 789486 Test Address, Suite 777 Chicago, IL 60667 Phone: (800)555-6111 Fax: (800)222-2222</p>	<p>Escrow No.: CW Test15 Property: 17 Knickerbocker Street Ballston Spa, CA 12345</p>
---	---

This property is a Bank-Owned property. The Seller may be unaware of certain items regarding this property. Please complete and sign section below, as Escrow Holder is not responsible for items not disclosed herein or in the preliminary Title report. Thank you.

NAME OF HOA: \_\_\_\_\_

MANAGEMENT COMPANY: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

THERE IS ONLY ONE (1) HOA ASSOCIATED WITH THIS PROPERTY

THERE ARE TWO (2) HOA'S ASSOCIATED WITH THIS PROPERTY

AN HOA IS NOT ASSOCIATED WITH THIS PROPERTY

ESCROW HOLDER TO ORDER AND PROVIDE ALL NECESSARY HOA DOCUMENTS

BUYER HAS BEEN PROVIDED ALL NECESSARY HOA DOCUMENTS

\_\_\_\_\_  
LISTING AGENT SIGNATURE

\_\_\_\_\_  
SELLING AGENT SIGNATURE

Please Complete Sign & Return

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## CALFIRPTA Notice to Withhold

NEW/MOD New	REQUESTED BY ServiceLink	FOOTPRINTS No(s). n/a	TFS No(s). 236427	FILE NAME (NEW ITEMS ONLY) SLD1071.doc
----------------	-----------------------------	--------------------------	----------------------	---

New document. Render to view full document.

		1234 Escrow Way Albany, CA 94710 Phone: 888-123-4567 / Fax: 887-123-4567	
<b>Escrow No.:</b> 2014080299RB	<b>Escrow Officer:</b> Courtney Harty	<b>Date:</b> February 17, 2015	
<b>NOTICE OF TAX WITHHOLDING REQUIREMENTS</b>			
<b>EFFECTIVE JANUARY 1, 2007</b>			
<b>NOTIFICATION TO BUYER ON DISPOSITION OF CALIFORNIA REAL PROPERTY</b>			
In accordance with Section 18662 of the Revenue and Taxation Code, a buyer may be required to withhold an amount equal to 3 1/3% of the sale price or an alternative withholding amount certified by the seller in the case of a disposition of California real property interest by either:			

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Deed Cover Letter

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	ServiceLink	n/a	236427	SLD1063.doc

New document. Render to view full document.



**DEED COVER LETTER**

**Today's Date:** February 4, 2015

**Closing Date:** January 30, 2015

**Client Loan No.:** 7894521

**Property Address:** 17 Knickerbocker Street, Ballston Spa, CA 12345

**CLOSING OFFICE MAILING INFORMATION**

Settlement Agent Company  
Attn: Wayne Buehrer  
789486 Test Address, Suite 777  
Chicago, IL 60667  
Phone No.: (800)555-6111  
Fax No.: (800)222-2222

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## Final HUD Cover Letter

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	ServiceLink	n/a	236427	SLD1069.doc

New document. Render to view full document.



**FINAL HUD COVER LETTER**

**Today's Date:**      February 4, 2015  
**Closing Date:**      January 30, 2015  
**Client Loan No.:**    7894521  
**Property Address:** 17 Knickerbocker Street, Ballston Spa, CA 12345

**CLOSING OFFICE MAILING INFORMATION**

Settlement Agent Company  
 Attn: Wayne Buehrer  
 789486 Test Address, Suite 777  
 Chicago, IL 60667  
 Phone No.: (800)555-6111  
 Fax No.: (800)222-2222

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## General Provisions (CA)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	ServiceLink	n/a	236427	SLD1067.doc

New document. Render to view full document.



### GENERAL PROVISIONS

**Escrow No.:** [CW Test15](#) **Date:** February 4, 2015

1. These General Provisions constitute escrow instructions of Buyer and Seller in addition to any additional escrow instructions provided by Buyer and Seller.
2. "You" or the "Company" shall refer to Escrow Holder.
3. "Principal" or "Principals" shall refer to the Buyer and Seller.
4. "Party" or "Parties" shall refer to real estate agents and real estate brokers.
5. The phrase "Closing Date" as used in this escrow means the date set forth in the Seller's Addendum to the California Residential Purchase Agreement and Joint Escrow Instructions. Any capitalized phrases not defined in these General Provisions shall have the meaning ascribed to the phrase in the California Residential Purchase Agreement and Joint Escrow Instructions.
6. The phrase "Close of Escrow" (or COE) as used in this escrow means the date on which documents are recorded, unless otherwise specified.
7. Time is of the essence of these instructions. If this escrow is not in a condition to close by the Closing Date as provided for herein and written demand for cancellation is received by You from any Principal or any Party acting on behalf of a Principal to this escrow after said date, you shall act in accordance with paragraphs 18, 19 and 20 of the General Provisions.
8. In the event one or more of the General Provisions are held to be invalid, those remaining will continue to be operative.
9. Any amendments of or supplements to any instructions affecting escrow must be in writing.
10. You are authorized to order demands for, and pay at the Close of Escrow any encumbrances of record necessary to place title in the condition called for without further authorization. You are further authorized, prior to the Close of Escrow, to pay from funds on deposit any fees necessary to obtain any demand and/or report as may be required in this escrow and at the Close of Escrow charge the Principals as appropriate. The Principals will hand You any funds and instruments required from each respectively to complete this escrow.
11. Interest on any new financing may begin to accrue on the date loan funds/proceeds are disbursed by the new lender, and borrower agrees to pay same in accordance with lender's instructions.
12. You are instructed to deliver and/or record all documents and disburse all funds when You can comply with these instructions and issue any title insurance policy as called for herein. These instructions, together with any amendments and/or supplements, may be executed in counterparts and together shall constitute one and the same document.
13. If these instructions relate to a sale, and if there is no other written agreement between the Principals pertaining thereto, Buyer agrees to buy and Seller agrees to sell upon the terms and conditions hereof.

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Lender Rate and Term Amendment

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	ServiceLink	n/a	236427	SLD1072.doc

New document. Render to view full document.

LENDER RATE AND TERM AMENDMENT TO ESCROW INSTRUCTIONS	
Wayne Buehrer, Configuration Analyst Escrow LLC 1234 Escrow Way Albany, CA 94710 Phone: 888-123-4567 Fax: 887-123-4567	Date: February 19, 2015 Escrow No.: 2014080299RB Property: 1234 Main Street Albany, CA 94707 4321 Main Street Albany, CA 94706
The instructions in this escrow are hereby modified, amended and/or supplemented in the following particulars only: The undersigned buyer hereby authorized and instructs escrow holder to vest title to the property described in the above numbered escrow as per the following: <b>John Smith and Mary Smith, husband and wife</b> Escrow holder is hereby authorized and instructed to insert said vesting on the Grant Deed over the signature of the undersigned seller.	

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## Notice and Disclosure Form

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	ServiceLink	n/a	236427	AZD1007.doc

New document. Render to view full document.



**CHICAGO TITLE  
COMPANY**

### NOTICE AND DISCLOSURE FORM

#### MAINTENANCE FEE AND ABANDONED PROPERTY PURSUANT TO ARS SECTION 44-305

Seller and Buyer hereby acknowledge and agree that [Chicago Title Company](#) charges fees in compliance with state and federal regulations. An Abandoned or Dormant Funds Custodial Fee shall apply when funds are remaining in an escrow account, account servicing or trust account due to a payee's failure to negotiate a check provided as payment or fails to claim the funds belonging to them that remain in the account. A minimum charge of \$120.00 shall be considered earned after 90 days for stale dated checks and/or 180 days for dormant funds. When the funds have remained in escrow for a period of more than twelve (12) months, then there shall be an additional fee of \$10.00 per month or fraction thereof, which shall be considered earned at the end of each additional month. Additional services and pass through charges may apply. These charges will be deducted from the funds remaining as the funds maintenance continues or until the funds are escheated to the State as required by law.

#### NOTICE OF RIGHT TO EARN INTEREST ON DEPOSITED FUNDS

ARIZONA REVISED STATUTES SECTION 6-834.D states the following:

Not later than three (3) business days after receipt of any escrow monies, the Escrow Agent shall provide to each depositing Buyer and Seller, adequate notice of his right to earn interest on all deposited funds. In addition, the amount of deposit and the amount of time the account will be open will affect the type of account that may be opened and the interest rate available.

[Back to Table of Contents](#)

# FEBRUARY RELEASE NOTES

## REO Signing Agent Instructions (Cash Purchase)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	ServiceLink	n/a	236427	

Updated document with a prompt to complete the items collected from the buyer. Also added new language to the document from the updated form.

Be sure **ALL** documents have been signed and notarized appropriately and you have collected all items noted below from the buyer(s).

Items collected from Buyer(s).

Information from the above prompt is displayed here.

You have been contracted to conduct a REO **Cash** Purchase closing. You are **not** to act as **legal counsel** on behalf of the buyer(s).

### BUYER RESPONSIBILITIES

*Due to the overwhelming amount of fraudulent cashier's checks circulating, we will require all cash to close to be tendered in the form of a wire transfer.*

*Our wire instructions will be sent with every closing transaction and are available upon request. Thank you.*

**Amount the borrower(s) are to provide at closing: \$30,566.88**

The following items are to be provided by or on behalf of the borrower(s). If you have any questions regarding them, please contact **Escrow LLC** immediately.

**Buyer to provide photo identification  
Funds in the amount of \$30,566.88**

Updated the document with new language from the revised form in these two paragraphs.

**DO NOT** provide

### DOCUMENT RETURN

**ALL EXECUTED DOCUMENTS ARE TO BE FAXED AND/OR EMAILED TO CLOSING COORDINATOR IMMEDIATELY AFTER CLOSING. ONCE YOU RECEIVE APPROVAL FROM THE CLOSING COORDINATOR, YOU MAY SHRED ALL ORIGINAL DOCUMENTS.**



# FEBRUARY RELEASE NOTES

## REO Signing Agent Instructions (Financed Purchase)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	ServiceLink	n/a	236427	

Updated the document with new language from the current form.

### BUYER RESPONSIBILITIES

Should the buyer(s) be **required to bring funds** to the signing, **ALL** funds must be in the form of a wire.

*Due to the overwhelming amount of fraudulent cashier's checks circulating, we will require all cash to close to be tendered in the form of a wire transfer.*

*Our wire instructions will be sent with every closing transaction and are available upon request. Thank you.*

**Amount the borrower(s) are to provide at closing: \$30,566.88.**

The following items are to be provided by or signed by the borrower(s). If you have any questions about them, please contact [Escrow LLC](#) immediately.

- Buyer to provide photo identification**
- Funds in the amount of \$30,566.88**

Updated the document with new language from the current form.

**NOT** provide

### DOCUMENT RETURN

**ALL DOCUMENTS NEED TO BE RETURNED TO SERVICELINK USING THE PROVIDED RETURN LABEL.**

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Seller HUD Cover Letter

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	ServiceLink	n/a	236427	SLD1070.doc

New document. Render to view full document.



**SELLER COVER LETTER**

Today's Date: February 4, 2015

Closing Date: January 30, 2015

Client Loan No.: 7894521

Property Address: 17 Knickerbocker Street, Ballston Spa, CA 12345

**CLOSING OFFICE MAILING INFORMATION**

Settlement Agent Company  
Attn: Wayne Buehrer  
789486 Test Address, Suite 777  
Chicago, IL 60667  
Phone No.: (800)555-6111  
Fax No.: (800)222-2222

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## Waiver and Release Regarding Property Condition (Fannie Mae)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	ServiceLink	n/a	236427	

Document modified to match new version. Modifications are highlighted below.

### WAIVER AND RELEASE REGARDING PROPERTY CONDITION AT CLOSING

**THIS WAIVER AND RELEASE IS TO BE EXECUTED ONLY AT CLOSING**

REO NO.: [REO789451](#)

This Waiver and Release Regarding Property Condition at Closing is given by [E. Matthew Robidoux](#) and [Carly L. Robidoux](#) ("Purchaser") to [Betty White](#) ("Seller") in connection with the purchase of the property located at [17 Knickerbocker Street, Ballston Spa, CA 12345](#) ("Property") pursuant to the contract of sale between Purchaser and Seller with an [Effective Date](#) of [February 2, 2015](#) ("[Contract](#)").

Purchaser acknowledges that the Property was acquired by Seller by foreclosure, deed in lieu of foreclosure, forfeiture, tax sale, right of eminent domain or similar process. Purchaser has inspected the Property or was given the right to inspect the Property to determine the condition of the Property and discover any defects. **Purchaser acknowledges and accepts the Property in "AS IS" condition at the time of closing, including, without limitation, any hidden defects or environmental conditions affecting the Property (including but not limited to, drywall, mold, mildew, microscopic organisms, lead paint, fuel oil, allergens, or other toxic substances of any kind), whether known or unknown and whether or not such defects or conditions were discoverable through inspection.** Purchaser acknowledges that Seller, its agents and representatives have not made, and Seller specifically negates and disclaims, any representations, warranties, promises, covenants, agreements or guarantees, implied or express, oral or written in respect to

[Back to Table of Contents](#)



# FEBRUARY RELEASE NOTES

## TECHNICAL NOTES (FOR LOCAL IT/SUPPORT)

### *DOCUMENTS*

Any new documents in this build are listed in the Title and/or Escrow User Release Notes. Due to the state-specific "All Documents" tree, these new documents are automatically available to the users upon the push to test or production.

However, those new documents may also need to be added to the operation specific tree(s) for packaging and other purposes. This is at your discretion.