



# Know before you close.

## ESCROW WORKFLOW

### Open Order.

Lender will send order request through Real EC to the CTC Escrow unit. The CTC Escrow unit will open the escrow and request title report and order any payoffs required.

### Confirmation

A confirmation will be sent to the lender through the Real EC that the order was received and opened.

### Receipt of Prelim

Once the preliminary report is received it will be uploaded to Real EC.

### Delivery of Closing Disclosure

The Lender or escrow unit will prepare and deliver the closing disclosure to the borrowers as instructed and within the timeframe as required by the lender.

### Closing Disclosure Preparation

Upon delivery of lender's instructions, the escrow unit will prepare the closing disclosure and upload to Real EC for lender review and approval.

### Documents Request

A CPL, fee quote, wiring instructions and any other documents that are requested by the lender will be uploaded to Real EC

### Closing Instructions and Loan Documents

Lender will prepare Closing Instructions and Loan Documents and send to escrow unit through Real EC

### Signing / Consummation

Once received, escrow will schedule an appointment with the borrowers to sign the loan documents upon the expiration of the disclosure period.

### Loan Documents to Lender

The escrow unit will return executed loan documents and provide any outstanding conditions through Real EC that are required for the lender to provide funding authorization.

### Recordation

Once the wire is received from the lender, the escrow will record the Deed of Trust and any additional required documents with the County Recorder's office.  
- The original recorded documents will be uploaded to Real EC and sent to the lender as required.

### Lender Funds

Lender sends funds to CTC Escrow unit

### Funding Requirements

Lender provides additional funding requirements to CTC Escrow & CTC Escrow provides requirements to Lender

### Final Title Policy

The title company will send the final title policy to the lender as per their lender's instructions.



**CHICAGO TITLE**

Know before you close.

Your CFPB readiness partner - every step of the way.

**Real EC** represents production systems to be used (identified by lender) such as Calyx or Encompass