



LandAmerica[®]

NEVADA

Lawyers Title and Commonwealth Title - File Set-up Order

LEFT SIDE (Title)

- Title order
- Preliminary Title Report
- Copies – Trust Agreements, Corporate Resolutions, Legal & Vesting, etc.
- Statement of Information/Copy of Loan Application
- Lender's Instructions
- Recording Documents
- Billing Statement/Recording Instructions
- Conformed Documents
- Title Invoice

RIGHT SIDE (Escrow)

- Purchase Agreement and any attachments/Counter Offers
- Escrow Instructions
- Amendments to Instructions
- Misc. Escrow Documentation
- Pre-Closing Correspondence (these can be grouped with closing correspondence)
- Copies of Loan Documents (Note, TIL, First Payment Letter)
- Closing Correspondence (in chronological order)
- Telephone Message Log (this may be placed anywhere in the file prior to closing)
- 1099-S or Exemption Form
- Checks/Deposits
- Estimated Settlement Statement
- Final Settlement Statement
- Final Balance Sheet

ADDITIONAL NOTES

- EO to initial/sign final balance sheet
- File must contain a "marked up prelim"
- All parties to approve prelim
- Seller/borrower to approve payoffs and bills
- Accommodation only instruction signed by both Grantee and Grantor and recorded with each document
- Always use Grant, Bargain, Sale Deed
- Lender's Instructions signed by EO and Borrower
- Front of file to be marked up for COE and Destroy Date (5 years)
- Holds and Recons also noted on front of file