

# The Closing Process



**Client Opens the Order at NATC**

**Order Title Commitment  
from the Title Department**

**Title Commitment Received  
and Reviewed**

**Order Payoff Demands at  
Client's Request**

**Receive Demands and Review. Notify Client.**

**Various Bills Included in Closing are  
Forwarded to the Escrow Department at the  
Direction of the Client.**

**Prepare Buyer's and Seller's  
Instructions and all  
Pertinent Documents**

**Call Broker or  
Client for Terms of New Loan**

**Buyer's and Seller's Instructions  
and Documents are Executed  
and Retained with Funds**

**Loan Documents  
Received from Lender**

**Request Loan Funds  
From the Loan Company**

**Loan Funds Received  
and Deposited**

**All Documents Properly Executed and  
Notarized, Lender Conditions Met, Good Funds  
Received. Close File and Disburse Funds.**

**Record Documents and  
Produce Final Title Policy**

