

Title Ordering Instructions



FOXTROTABSTRACT
Faster. Better. Local.

www.FoxtrotAbstract.com

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Simplified Closing

When you use Foxtrot Abstract for title and closing, they will:

- 1) Wire the commission directly to Springer Realty Group
- 2) Upload the wiring receipt into your transaction in Paperless Pipeline
- 3) Upload the ALTA Settlement Statement into your transaction in Paperless Pipeline
- 4) Email SRG Compliance and Finance to alert them of the closing

This eliminates the need for you to take the check(s) to the bank, uploading the bank receipts and the ALTA into the transaction in Paperless Pipeline, and email Lenny.

How to Order Title

1) Have your client(s) complete the Foxtrot Abstract Disclosure (ABA).

The disclosure is located under the reference tab of Paperless Pipeline in the Title/Conveyancing section.

2) Upload the completed disclosure into the transaction in Paperless Pipeline.

Tip: If you add the unique transaction email into DocuSign as a recipient that receives a copy, it will automatically go into Paperless Pipeline to be assigned to your transaction.

3) Within the transaction in Paperless Pipeline:

- a. Click the blue “Note/Email” button and click the box next to ORDER TITLE.
- b. Under “Message Template”, select the dropdown for ORDER TITLE. This will auto-populate the message to Foxtrot Abstract with a list of the information needed.
- c. Type in the Information Needed:
 - ◆ Settlement Date:
 - ◆ Preferred location for closing (please be specific):
 - ◆ Buyer’s Agent Commission Amount:
 - ◆ Broker Fee (additional commission):
 - ◆ Buyer’s Agent Commission/Compensation will be paid by whom (Seller, Buyer, Combination/Other), please explain:
- d. Attach the needed docs by scrolling down and then click the yellow box next to the necessary documents. This will add them as attachments to the email. Docs needed:
 - ◆ Agreement of Sale
 - ◆ Foxtrot Abstract Disclosure (ABA)
- e. Click the green “Send Email” button.

4) Order Confirmation. You should receive an email or phone call confirming your order within 24 hours.

5) Foxtrot Abstract will send Welcome emails within 48 hours to:

- a. Buyers
- b. Buyer’s Agent (you)
- c. Listing Agent

6) Follow up as needed.