



FOCUS ON CLOSING

Getting it Right & ON TIME!



Chicago Title

Our objective at Chicago Title is to insure that you & your clients have the best possible closing experience. Proper execution & notarization of the closing documents is important for protecting all parties.

Chicago Title ► As a title company and settlement agent we have a responsibility to ALL PARTIES involved in the transaction to have documents for closing **properly executed** and by the **appropriate individuals**.

Buyers and Sellers ► If a party to the transaction is unable to attend closing please **notify Chicago Title as soon as possible** so documents can be prepared for either a power-of-attorney (someone signing on behalf of the individual, **if allowed by the lender**) we can coordinate an **authorized** notary closing so documents can be signed and witnessed at a time and location apart from the closing with Chicago Title. Out-of-area clients will be directed to one of the following: **1.** another Chicago Title office location in their area, **2.** a sister company with Fidelity National Financial, or **3.** with a Bancserv notary to meet with the client.

What is Bancserv ► Bancserv will be used when a Chicago Title office or a sister title company with Fidelity National is unable to be located for a witness closing. Bancserv is a nationwide network of notary agents that are pre-screened, tested, approved, monitored and rated based on their ongoing performance. They are familiar with industry changes and have specialized training to prevent fraud and forgery.

Costs ► Witness fees do vary state to state and Chicago Title will provide you with an estimated cost quoted by the end service provider. The fee will be charged to the appropriate party at the time of closing.

For additional information, please contact your Chicago Title Business Consultant or Tonya Ott at 317-409-7914/tonya.ott@ctt.com.

We appreciate the opportunity to be of service and welcome your suggestions!
We look forward to seeing you at closing!