

Central Title's Helpful Hints

We have been honored to do business in Gregg County for over 80 years, and we've learned that no two deals are exactly alike. However, there are some basic closing issues that seem to arise regularly that we have outlined here for you:

- **Email us**
 - We do not need the original contract
 - A fully-executed copy can be emailed to orders@centraltitle.com
- **Wiring Funds?**
 - Earnest money can be wired in
 - Proceeds (including commissions) can be wired out
 - Your escrow officer can provide wiring instructions for funds coming in
 - If we are wiring funds out, please let us know as soon as possible; *we are required to have you complete a form for every single transaction*
- **Using a Power of Attorney?**
 - Please let us know *before closing* if you are using a Power of Attorney
- **Questions?**
 - Please don't hesitate to ask any of our Closing Team members if you have questions about a contract; we will find the right answer for you!
- **Problems?**
 - If you have a staff concern, please let us know immediately by emailing office@centraltitle.com. This account is monitored by senior management and ownership. Your feedback (positive and negative) is critical to our ability to best serve YOU! We appreciate your business and the opportunity to address any concerns you may have.

Timing & Communication

We know how important timing is for the realtors who entrust us with their business, and we work to complete files as quickly as possible. We strive to communicate openly with all parties throughout the closing process. Your Closing Team will be happy to work with you to help set appropriate timing expectations for your clients.

Q: Are we able to close cash deals more quickly than other types of purchases?

A: While we may be able to expedite the document preparation process (less documents are required to close a cash deal), the type of purchase does not affect title work (i.e. refinanced, cash, construction = all types require the same title work).

Q: Do certain types of acreage files take less time to work than other types of files?

A: Acreage files, regardless of the county, take additional time. We make every effort to treat all files as “rush.” However, there are times when “faster” can still take several weeks.

Contracts & Closing Dates:

Central Title Company is not a party to the closing date, which is set by the Buyer/Seller. We encourage you to work with your Closing Team to set realistic timing expectations for your client and to caution them about the significant risk of tight turnaround times (i.e. selling, buying, and moving on the same day). We are absolutely sympathetic to these types of needs and turn files around as quickly as possible. However, we are not responsible for moving or storage costs incurred by buyers/sellers if their turnaround time turns out to be too tight. A standard contract requires a minimum of 20 days to close.

More questions? Please give us a call or shoot us an email office@centraltitle.com

We hope you will choose Central Title for your next closing. We would love to work with you!