



Residential and Commercial Title Insurance

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www.prestigetitle.net



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Prestige Closing Services

Integrate your office with our expert paralegal services. Let us support you and your staff in making the settlement processes a smooth and rewarding experience for everyone involved. We can tailor our services to meet your needs for each transaction we handle for you.

Integrate your office with our paralegal services and make Prestige Title part of your “back office team”. We can do as little or as much of the closing as you like.

Once you review the contract and work through the inspections, just call us to order the title work and let us know how you would like us to assist you in the transaction. We offer the following services on your behalf:

Our closing services include:

- Work directly with the lender to satisfy any conditions and obtain a “clear to close”
- Review title commitment and work on clearing any title requirements (judgments, liens, etc.)
- Work directly with seller’s attorney in obtaining any payoffs, etc.
- Contact HOA for statement of dues and fees payable at closing and Certificate of Insurance, if applicable
- Contact Realtors to obtain commission statements, Certificate of Occupancy and Smoke Certification
- Confirm that any final utility readings are ordered for closing
- Review and approve all seller documents prior to closing
- Coordinate closing date with all parties
- Receive lender closing figures and closing package
- Prepare HUD-1 Settlement Statement for review and approval by all parties (buyer, seller and lender) prior to closing whenever possible to assure a smooth transaction
- Prestige Title has a trust account to receive and disburse funds



- Attend closing and witness/notarize all closing documents
- Remittance of all required payments post-closing including preparation of all transmittal letters
- Provide the lender and mortgage broker (if any) with post closing packages, as well as providing copies of the package to the buyer and buyer’s attorney
- Record all required instruments
- Follow-up on release of any escrows held at closing, if applicable
- Confirm that all documents are recorded, liens released and issue final Owner’s and Lender’s Title Policies

The cost of settlement service is regulated by the NJ Department of Banking and Insurance. Currently, this fee is \$300 if the closing takes place in our office; \$325 if it takes place out of our office and an additional \$50.00 if closing is conducted outside of normal business hours. Actual recording costs are charged. Additional fees may apply.

Thank you for your business!