



BUYER'S GUIDE

BRIDGING THE GAP.

WWW.ARCHTITLEGROUP.COM



FROM CONTRACT TO CLOSING, WE WILL PROVIDE ASSISTANCE EVERY STEP OF THE WAY

Arch Title Group provides settlement services for both residential and commercial real estate transactions. We boast an excellent team of experienced processors, settlement officers, attorneys and support staff. Our team is more than dedicated to providing the best customer service but also to ensure the most practical and knowledgeable guidance is received by all parties. We realize that not every real estate transaction is the same, therefore, we tailor our services to meet the needs of each individual client. The team at ATG is here to make sure your interests are protected and your closing goes as smoothly as possible.

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WHAT DOES A TITLE COMPANY DO?

A title company oversees the interests of all parties involved in a real estate transaction. Think of us as the final destination on the road to ownership. Prior to settlement, a title company will research the ownership of the property (title examination) and determine whether or not the title is free of any liens or claims. At the settlement table, the title company collects and distributes funds, issues title insurance, and prepares title and loan documents for recordation.

WHY YOU NEED TITLE INSURANCE

Title insurance protects you, the property owner, and the lending institution that handles your mortgage from unforeseen claims that may arise against your property. The title insurance provides protection from financial loss and payment of legal costs associated with title claims.

Title Insurance protects you from:





- *From Additional Hazards Which May Be Revealed In The Land Records*
- *Incorrect marital status of owner*
- *Deeds, wills, and trusts that contain improper vesting and incorrect names*
- *Transfer of property by a mentally incompetent person or minor*
- *Property line disagreement (i.e. a neighbor builds a fence on your property)*
- *Confusion due to similar or identical names*
- *Outstanding mortgages, judgments, and tax liens*
- *Easements*
- *Previously undisclosed heirs with claims against the property*
- *Instruments executed under expired or fabricated Power of Attorney*
- *Mistakes in the public records*
- *Incorrect notary acknowledgments*
- *A forged deed that transfers no title to real property*



PRE-SETTLEMENT CHECKLIST

- Be sure to provide an legible Sales Contract to ATG
- Advise ATG IF the Seller(s) are out of the area and require documents to be sent prior to closing for signing.
- Should either party be using Power of Attorney, advise both Lender and ATG prior to closing.
- If applicable, provide a legible termite inspection report with invoice to your Lender and ATG. Original report should be brought to closing.
- Provide ATG the commission split, deposit and/or documentation/administrative fees requiring collection.
- Fax any unpaid invoices (e.g. plumbing repair, window repair, etc.) to ATG to be included on HUD-1.
- If applicable, provide Homeowner's Warranty application to ATG for inclusion on HUD-1.



SETTLEMENT DAY CHECKLIST

- Certified check
- Copy of driver's license and one other form of ID
- Copy of homeowner's insurance policy
- Original termite inspection report

FIVE LOCATIONS

TO BETTER SERVE YOU

Rockville

1 Research Ct., Suite 150
Rockville, MD 20850

Crofton

1655 Crofton Blvd. Suite 201
Crofton, MD 21114

Tysons

1934 Old Gallows Rd., # 350
Vienna, VA 22182

Washington

1775 I St. NW
Washington, DC 20006

Baltimore

1338 Sulphur Spring Road
Arbutus, MD 21227

Don't see a location that is convenient to you? We are happy to come to you!

