



## CLT- Title Services

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**ClosingSite- See the Possibilities. . .**

- One easy to use website
- View, Print, Save, Fax or Email any document with the click of a button
- Upload & Deliver your real estate and mortgage documents to other parties effortlessly
- The ability for your customers to use this site makes it a great marketing tool for you
- All of this for no additional closings costs or fees to you or your customer

**See the future of your business. . .**

# Easy Navigation

March 17, 2006

Closings [New Closing](#)

Select Closing (Search)

Order #:SAMPLE 123 Main St.
Order #:CLTF06-5 4490 Brookstone Court
Order #:CLTF06-4 728 Swan Way
Order #:CLTF06-3 5518 Pinto Way
Order #:CLTF06-2 540 Winding Oak Lane
Order #:CLTF06-1 841 NE 207 Lane
Order #:CLT06-8 625 Vanderbilt-Leisening Rd
Order #:CLT06-2 2016 S Avondale
Order #:CLT06-18 500 E Wynnewood Rd
Order #:CLT06-14 3501 Elizabeth Court
Order #:CLT06-1 6525 Grays Avenue

Closings: 14

Show:  50 100 250 All

**Search Closings:**

Search By:

Search For:

Branch:

Show Closed  
 Only My Closings

**Carnanco Land Transfer, Inc.**

Home My Closings Reports Support Contact Us

March 17, 2006

Closings [New](#)

Select Closing (Search)

Order #:SAMPLE 123 Main St.	Summary Property Parties Events Documents Communications	Activity
Order #: CLTF06-5 4490 Brookstone Court	8/07/25 AM Document Distribution: Wiring I	
Order #: CLTF06-3 - 5518 Pinto Way	3/15/2006 Order #: CLTF06-3 - 5518	Document Distribution: C

The gray navigation bar will take you to each section of ClosingSite—Property, Parties, Events, Documents, Communications.

On the left is a list of the transactions to which you are a party and a file search utility for high volume offices or to find old, closed transactions.

# Closing Parties

Home » My Closings » Reports » Support » Contact Us » Maintenance » Help | Logoff

March 17, 2006 123 Main St. [Order #: SAMPLE Loan #: ] » My Closings » Parties Title Staff- PA

### Closings

[New Closing](#)

Select Closing (Search)

- Order #:SAMPLE  
123 Main St.
- Order #:CLTF06-5  
4490 Brookstone Court
- Order #:CLTF06-4  
728 Swan Way
- Order #:CLTF06-3  
5518 Pinto Way
- Order #:CLTF06-2  
540 Winding Oak Lane
- Order #:CLTF06-1  
841 NE 207 Lane
- Order #:CLT06-8  
625 Vanderbilt-Leisening Rd
- Order #:CLT06-2  
2016 S Avondale
- Order #:CLT06-18  
500 E Wynnewood Rd
- Order #:CLT06-14  
3501 Elizabeth Court
- Order #:CLT06-1  
6525 Grays Avenue

Closings: 14

Show: 25 50 100 250 All

Search Closings:

Search By:

### Closing Parties

[New Party](#)

Name	Role	Phone
➤ Doe, John (My Mortgage Company)	Mortgage Officer	407-555-1212
➤ Staff- FL, Title (Carnanco Land Transfer, Inc.)	Title Examiner	407.628.4258
➤ Staff- PA, Title (Carnanco Land Transfer, Inc.)	Title Examiner	215-855-6577

[Print Closing Parties](#)

### Party Information

[Modify Party](#) [Return to Summary](#)

Party:  Buyer  Seller  Neutral

### Contact Information

[Modify Contact](#)

First Name:*	John	Street:	456 Broad St.
Last Name:*	Doe	Suite #:	
Email:	info@carnancolandtransfer.com	City:	Anytown
Company:	My Mortgage Company	State:	Florida
Primary Role:*	Mortgage Officer	Zip Code:	45678
Authorized:	<input checked="" type="checkbox"/>	Country:	United States
		Telephone:	407-555-1212
		Fax:	407-555-1212
		Direct:	

Internet

The Closing Parties page lists all parties in the transaction, their role, and their contact information. Parties to a transaction may include the title company, lender, mortgage broker, real estate agents, attorneys, buyer/borrowers, sellers, and other interested parties.

# Events

Home » My Closings » Reports » Support » Contact Us » Maintenance » Help | Logoff

March 17, 2006 123 Main St. [Order #: SAMPLE Loan #: ] » My Closings » Events Title Staff- PA

**Closings** [New Closing](#) **Closing Events** [New Event](#)

Select Closing (Search)

- Order #:SAMPLE  
123 Main St.
- Order #:CLTF06-5  
4490 Brookstone Court
- Order #:CLTF06-4  
728 Swan Way
- Order #:CLTF06-3  
5518 Pinto Way
- Order #:CLTF06-2  
540 Winding Oak Lane
- Order #:CLTF06-1  
841 NE 207 Lane
- Order #:CLT06-8  
625 Vanderbilt-Leisening Rd
- Order #:CLT06-2  
2016 S Avondale
- Order #:CLT06-18  
500 E Wynnewood Rd
- Order #:CLT06-14  
3501 Elizabeth Court
- Order #:CLT06-1  
6525 Grays Avenue

Closings: 14

Show:  25  50  100  250 All

**Search Closings:**

Scheduled Events		
	Performed By	Date
<input type="checkbox"/> Loan Approval received	Mortgage Officer	<input checked="" type="checkbox"/> 03/17/06
<input type="checkbox"/> Closing Date	Title Officer	<input checked="" type="checkbox"/> 03/28/06

  

Completed Events		
	Performed By	Date

  

### Closing Event

[New Event](#) [Modify](#) [Return to Summary](#)

Property: **123 Main St. [Order #: SAMPLE]**

Event: **Closing Date**

Date: 3/28/2006

Time: 1:00 PM

Performed By: Title Officer

Internal:  Yes  No

Checklist:  Yes  No

Description: Settlement Location: Title Office

Critical Date:

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Created by Title Staff- PA on 3/17/2006 1:53:04 PM 1:53 PM

The Events page is used to track events such as loan approval, home inspections, appraisals, closing and more. Any party to a transaction can add events and notify other parties of these events.

# Documents

The screenshot displays the 'Closing Documents' web application. On the left, a 'Select Closing' sidebar lists various closing orders with their addresses. The main area shows a table of documents for the selected closing. The table has columns for Document, Distribution, and Date. Three documents are listed: 'Wire Instructions-FL', 'Privacy Notice', and 'Closing Instructions-Refi'. Below the table, the 'Closing Document' details are shown for 'Wire Instructions-FL'. The details include the property address, document title, file name, and document security settings. The security settings show that the document is limited to 'Doe, John (Mortgage Officer My Mortgage Company)'. There are also checkboxes for 'Staff- FL, Title (Title Examiner Carnanco Land Transfer, Inc.)' and 'Staff- PA, Title (Title Examiner Carnanco Land Transfer, Inc.)'. A note indicates that users with the role of 'Mortgage Officer' will have access to the document. The interface includes buttons for 'New Document', 'Modify', 'Copy Document', and 'Return to Summary'. The browser address bar shows 'http://clt.closingsite.com/' and the Internet Explorer logo is visible in the bottom right corner.

Document	Distribution	Date
Wire Instructions-FL	[Open] [Fax] [Email]	03/17/06 01:49 PM
Privacy Notice	[Open] [Fax] [Email]	03/17/06 01:49 PM
Closing Instructions-Refi	[Open] [Fax] [Email]	03/17/06 01:49 PM

**Closing Document**

New Document   Modify   Copy Document   Return to Summary

Property: **123 Main St. [Order #: SAMPLE]**

Title: **Wire Instructions-FL**

File: Open Document(Adobe Acrobat) - 42 kb

Document Security (Limited To):

- Doe, John (Mortgage Officer My Mortgage Company)
- Staff- FL, Title (Title Examiner Carnanco Land Transfer, Inc.)
- Staff- PA, Title (Title Examiner Carnanco Land Transfer, Inc.)

When users with the follow roles are added to this transaction the user will automatically be given access to this document:  
Mortgage Officer

Notes:

The Documents page lists all documents available for the transaction. From this page you can View, Print, Save, Fax and Email any document.

Any party to a transaction can create a new document.

You do not need Adobe Professional or a Scanner to create documents. Upload a Word document and it will automatically be converted to an Adobe PDF document. If your document is in paper, you can fax it into the system.

# Communications

**Closings** [New Closing](#) **Closing Communication**

**Select Closing (Search)**

- Order #:SAMPLE  
123 Main St.
- Order #:CLTF06-5  
4490 Brookstone Court
- Order #:CLTF06-4  
728 Swan Way
- Order #:CLTF06-3  
5518 Pinto Way
- Order #:CLTF06-2  
540 Winding Oak Lane
- Order #:CLTF06-1  
841 NE 207 Lane
- Order #:CLT06-8  
625 Vanderbilt-Leisening Rd
- Order #:CLT06-2  
2016 S Avondale
- Order #:CLT06-18  
500 E Wynnewood Rd
- Order #:CLT06-14  
3501 Elizabeth Court
- Order #:CLT06-1  
6525 Grays Avenue

Closings: 14  
Show: 25 50 100 250 All

**Search Closings:**

Search By: Order #  
Search For:  
Branch: All

**Cancel** **Send** **Return to Summary**

Property: **123 Main St. [Order #: SAMPLE]** Date: 3/17/2006

Distribution:  Email  Fax  Web Post

Email Recipients (only parties with email addresses):  
 Doe, John - Mortgage Officer  Staff- FL, Title - Title Examiner  
 Staff- PA, Title - Title Examiner

Additional Email Addresses:  
[Redacted]  
Seperate multiple emails with commas.  
 Check this box to have a list of all the email recipients added to the body of the email. (adds to body when email is sent).

Attached Document(s):  
 Wire Instructions-FL  Privacy Notice  
 Closing Instructions-Refi

Use Template: <Select Email Template>

Subject: \*

Message:

**B U I** Font Size Color

Notification Sent by: Title Staff- PA (Carnanco Land Transfer, Inc.)  
In Reference to Property: 123 Main St. [Order #: SAMPLE]

Done Internet

The Communications page allows you to send faxes and emails to anyone, not just those listed on the party page. You can also attach documents to the fax or email.