

Title Issues



Discussion Points

- Definition of Terms
- What does a title company closer do?
- Purchase/Refinance
- Payoff Statement
- Mortgage company v. Servicer
- Relationship to the Treasurer's office.
- How to make your office more efficient.

Key Terms

- Binder: A preliminary agreement which provides coverage until a policy can be delivered.
- Closing: Deed of Trust, Note, HUD-1 Settlement Statement and all pertinent documents signed for either a purchase or refinance transaction.
- Deed of Trust: A legal document that describes the property and who owns the property. In Colorado it is typically called a “Deed of Trust”, in other locals it can be called a “Mortgage”.
- HUD-1 Settlement Statement: A balance sheet which provides a breakdown of funds paid by the seller and/or buyer.



A. Settlement Statement (HUD-1)

B. Type of Loan					
1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> RHS	3. <input type="checkbox"/> Conv. Unins.	6. File Number:	7. Loan Number:	8. Mortgage Insurance Case Number:
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv. Ins.				
C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "p.o.c." were paid outside the closing; they are shown here for informational purposes and are not included in the totals.					
D. Name & Address of Borrower:		E. Name & Address of Seller:		F. Name & Address of Lender:	
G. Property Location:		H. Settlement Agent:		I. Settlement Date:	
		Place of Settlement:			

J. Summary of Borrower's Transaction

100. Gross Amount Due from Borrower	
101. Contract sales price	
102. Personal property	
103. Settlement charges to borrower (line 1400)	
104.	
105.	
Adjustment for items paid by seller in advance	
106. City/town taxes	to
107. County taxes	to
108. Assessments	to
109.	
110.	
111.	
112.	
120. Gross Amount Due from Borrower	
200. Amount Paid by or in Behalf of Borrower	
201. Deposit or earnest money	
202. Principal amount of new loan(s)	
203. Existing loan(s) taken subject to	
204.	
205.	
206.	
207.	
208.	
209.	
Adjustments for items unpaid by seller	
210. City/town taxes	to
211. County taxes	to
212. Assessments	to
213.	
214.	
215.	
216.	
217.	
218.	
219.	
220. Total Paid by/for Borrower	
300. Cash at Settlement from/to Borrower	
301. Gross amount due from borrower (line 120)	
302. Less amounts paid by/for borrower (line 220)	()
303. Cash <input type="checkbox"/> From <input type="checkbox"/> To Borrower	

K. Summary of Seller's Transaction

400. Gross Amount Due to Seller	
401. Contract sales price	
402. Personal property	
403.	
404.	
405.	
Adjustment for items paid by seller in advance	
406. City/town taxes	to
407. County taxes	to
408. Assessments	to
409.	
410.	
411.	
412.	
420. Gross Amount Due to Seller	
500. Reductions in Amount Due to seller	
501. Excess deposit (see instructions)	
502. Settlement charges to seller (line 1400)	
503. Existing loan(s) taken subject to	
504. Payoff of first mortgage loan	
505. Payoff of second mortgage loan	
506.	
507.	
508.	
509.	
Adjustments for items unpaid by seller	
510. City/town taxes	to
511. County taxes	to
512. Assessments	to
513.	
514.	
515.	
516.	
517.	
518.	
519.	
520. Total Reduction Amount Due Seller	
600. Cash at Settlement to/from Seller	
601. Gross amount due to seller (line 420)	
602. Less reductions in amounts due seller (line 520)	()
603. Cash <input type="checkbox"/> To <input type="checkbox"/> From Seller	

700. Total Real Estate Broker Fees			Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement
Division of commission (line 700) as follows :				
701. \$	to			
702. \$	to			
703. Commission paid at settlement				
704.				

800. Items Payable in Connection with Loan				
801. Our origination charge	\$		(from GFE #1)	
802. Your credit or charge (points) for the specific interest rate chosen	\$		(from GFE #2)	
803. Your adjusted origination charges			(from GFE #4)	
804. Appraisal fee to			(from GFE #3)	
805. Credit report to			(from GFE #3)	
806. Tax service to			(from GFE #3)	
807. Flood certification to			(from GFE #3)	
808.				
809.				
810.				
811.				

900. Items Required by Lender to be Paid in Advance				
901. Daily interest charges from	to	@ \$	/day	(from GFE #10)
902. Mortgage insurance premium for	months to			(from GFE #3)
903. Homeowner's insurance for	years to			(from GFE #11)
904.				

1000. Reserves Deposited with Lender				
1001. Initial deposit for your escrow account			(from GFE #9)	
1002. Homeowner's insurance	months @ \$		per month \$	
1003. Mortgage insurance	months @ \$		per month \$	
1004. Property Taxes	months @ \$		per month \$	
1005.	months @ \$		per month \$	
1006.	months @ \$		per month \$	
1007. Aggregate Adjustment			- \$	

1100. Title Charges				
1101. Title services and lender's title insurance			(from GFE #4)	
1102. Settlement or closing fee			\$	
1103. Owner's title insurance			(from GFE #5)	
1104. Lender's title insurance			\$	
1105. Lender's title policy limit \$				
1106. Owner's title policy limit \$				
1107. Agent's portion of the total title insurance premium to			\$	
1108. Underwriter's portion of the total title insurance premium to			\$	
1109.				
1110.				
1111.				

1200. Government Recording and Transfer Charges				
1201. Government recording charges			(from GFE #7)	
1202. Deed \$	Mortgage \$		Release \$	
1203. Transfer taxes			(from GFE #8)	
1204. City/County tax/stamps	Deed \$		Mortgage \$	
1205. State tax/stamps	Deed \$		Mortgage \$	
1206.				

1300. Additional Settlement Charges				
1301. Required services that you can shop for			(from GFE #6)	
1302.			\$	
1303.			\$	
1304.				
1305.				

"But I didn't own the house the whole year..."



- Customers who are confused about which party is responsible can be referred to their HUD-1 Settlement Statement. Page 1 indicates unpaid amounts and page 2 indicates which party paid and the amount.
- They can also be referred to the title company. The closer's contact information can usually be found on the front of the title binder.

Key Terms cont.

- Lien: A financial claim on the property. A lien gives a third party the right to a portion of the money from the property's sale.
- Note: Proof of a debt which describes the terms under which the mortgage is to be repaid.
- Payoff Statement: A statement which indicates how much is owed to the creditor.
- Title Insurance: A form of insurance that guarantees an owner's claim to a property. Coverage for losses if the property is not free and clear of defects that were unknown when the title insurance was written. This guarantee comes after a title company has performed an abstract (a history of public records and ownership). When this insurance is covering the owner, it is called "fee insurance".

Title Company Closer

- A title closer (both residential and commercial) gathers the necessary paperwork from the mortgage company, real estate broker, Surveyor and Treasurer and all necessary figures to complete the HUD-1 Settlement Statement



Purchase/Refinance

- Either seller or buyer may pay any taxes due.
- Buyer may be able to choose, dependent upon mortgage product, to escrow taxes and insurance or not.
- **The closer verifies with the County Treasurer the tax payment status.**
- Title company collects (see page 2 of HUD-1) the required number of months escrow up front in order for the mortgage company to pay in full at due date.
- The owner must specify that the payoff statement net or include escrows (taxes). (Note: Many mortgage companies will only net escrows if the new mortgage is being retained by them.)
- **The closer verifies with the County Treasurer the tax payment status.**
- Assuming escrows are not netted, then the taxes are handled the same way they are for a purchase. Any remaining funds in their current escrow account will be mailed back at a later date.

Payoff Statement

- If the borrower has an escrow account with the current lender being refinanced, that escrow will be handled one of two ways:
Either the amount will be deducted from the payoff statement's gross balance (netting escrows) or the amount will be refunded to the borrowers after the closing, this can take weeks.
The payoff statement can be ordered multiple times from the mortgage company and it can take several days. If the closing is imminent, the closer may have very little time to re-verify 'numbers'.
The payoff statement used for closing purposes may be incorrect if taxes have been paid in the interim.

Mortgage Company/Service

- A mortgage broker is a conduit. A mortgage broker does not lend, only originates.
- A mortgage company/bank lends. It provides the funds and sets the criteria under which the loan will be originated and closed.
- A mortgage servicer collects the monthly payments, pays the taxes and insurances and houses the original Deed of Trust (or Mortgage), Note, Assignment and Title Policy. This company may or not be the same company as the mortgage company. One may find that many loans are serviced from foreign lands.
- Expect inquiries from any of the above.



- Some title companies instruct their closers to collect and pay the taxes due, if they are “unsure” whether or not the mortgage company has paid them. This creates an administrative mess for the Treasurer. They assume that we will clean up their mess for them- and we do.
- Refunded checks get moldy in a closing file, only to be returned upon a borrower complaint.
- Is it appropriate to always apply the payment v. refunding ? Again, who is the customer and how do we best serve them?

Relationship ?

- Who is our customer? **The tax payer.**
- Who is the Title Company customer? **The real estate broker and/or the mortgage originator.**
- Should we staff our offices to support title company request for 'verbals'? **NO**
- We need to make sure our customer is being served with efficiency and excellence. 'Verbals' are anything but efficient. If you have a website presence, make sure you are providing all applicable information.

Title Services

Did you know you can easily obtain the necessary property tax information for your client when processing the information for your closings? Title Companies are requested to use our online Property Tax Inquiry tool to obtain property tax due amounts in order to assist with closing documentation. You will be able to search for a specific parcel via one of the entries below.

From the returned result of your search, verify the description of the parcel and choose the tax details link on the right. The information will reflect the total current year tax amount billed to the owner as well as Special Improvement District installment amounts and if a prior outstanding Tax Lien exists. Current Year Payments Received will reflect payments as they are received and posted the Treasurer's office through 3pm daily. Please refer to our Frequently Asked Questions section below if you require further explanation on the information found in our Tax Details.

To better serve you, please feel free to call 303-860-7455 for the following requests:

- If your search has failed
- Tax Sale Redemption figures for the next month
- Special Improvement payoff balances
- Systems temporarily unavailable
- Balance inquiry, if the parcel is scheduled to payoff simultaneously

Choose one of the following methods to search below.

Account Number:	<input type="text"/>	<input type="button" value="Search"/>
	<small>Example: R0234567, 0234567</small>	
Address Number:	<input type="text"/>	<input type="button" value="Search"/>
	<small>Example: 10, 1234, 100</small>	
Owner Name:	<input type="text"/>	<input type="button" value="Search"/>
	<small>Use last name for best results.</small>	
<input type="button" value="Additional Search"/>		<input type="button" value="Reset"/>

More Information/Frequently Asked Questions

What if there is a Delinquent Balance and Tax Lien Number listed?

Prior Year delinquent taxes were sold at the annual Tax Lien Sale. Title Company checks are accepted for payment of a tax lien and can be combined with the current year taxes due. Interest accrues at the first of each month, payment must be received in the Treasurer's Office by the last business day of the month. Postmarks are not accepted. Call the Treasurer's Office to obtain payoff amounts for a future date.

What does the SID/LID Installment Amount refer to?

This is the current year installment amount due for a Special Improvement District attached to the parcel. LID (Local Improvement District) and SID (Special Improvement District). Please call the Treasurer's office to obtain LID payoff amounts or delinquency information.

Is the information on this website current?

The property tax information displayed is updated nightly from the Treasurer's tax collection system. Current Year Payments reflect the actual payments as they are received and posted in the Treasurer's system and do not require the nightly update. However, the Current Year Owner Payments Due will update overnight to reflect the payment. If you view the information as incorrect, please contact the Treasurer's Office.

How do I determine the delinquent interest penalty on past due amounts?

The Interest Due amount on the website is current. To determine the interest for a future month, add 1% for each month past the due date.

How do I obtain a CTD (Certificate of Taxes Due)?

Advance payment is required at the time of issuance. Pre-paid accounts can be set-up by contacting the Treasurer's office to obtain a CTD Vendor application.

Property Type:	REAL
Subdivision Name:	ROXBOROUGH DOWNS
Sub. Reception Number:	0143827
Lot:	361
Block:	0

Doc Fee:	\$0.00
Late Filing Fee:	\$0.00
Misc. Fees:	\$20.00
Qualified Exemption:	\$0.00

Property Valuation	
Assessed Real Value:	\$11,200
Personal Property Value:	\$0
New Growth Value:	\$9,440
Total Assessed Value:	\$20,640
Total Actual Value:	\$259,345

Improvement District Details	
SID/LID Name	Installment Amt Billed
N/A	\$0.00

Total Current Year Taxes and Installments Billed to Owner	
Total:	\$2,160.43

For more detailed information regarding the values of this property please [View Assessor's Office Valuation Details Page.](#)

Tax Liens & Delinquencies	
Total current year taxes do not reflect outstanding tax liens and delinquencies.	
Tax Sale Lien Number(s):	None
Delinquent Prior Year(s) Taxes Due:	None
Note(s):	

Current Year Owner Payments Due as of 10-03-2007				
Payment Type	Due Date	Taxes+Fees Due	Interest Due	Total Amount
Full Amount Due:	April 30	\$2,160.43	\$128.43	\$2,288.86
First Half:	Last day of Feb.	\$1,080.21	\$85.62	\$1,165.83
Second Half:	June 15	\$1,080.22	\$53.51	\$1,133.73
Total Tax Liability To Owner:				\$2,288.86

Current Year Payments Received		
Date	Amount	Type
N/A	\$0.00	N/A

Current Year Payments Received

Date	Amount	Type
04/09/2009	\$2,575.06	Payment
02/19/2009	\$2,575.06	Payment

Payment information may reflect additional fees or penalties not included in the billing.

Prior Year Transaction History

Date	Amount	Type
06/05/2008	\$2,558.57	Payment
02/27/2008	\$2,558.57	Payment
11/07/2007	\$2,310.26	Payment
05/02/2006	\$498.64	Payment
06/01/2005	\$1,726.62	Payment
06/01/2004	\$1,725.46	Payment
06/01/2003	\$161.87	Payment

Information for payments made prior to 2006 reflects the sum of all payments made for that year and does not represent individual payments or actual payment dates. Please call the Treasurer's Office for payment detail prior to 2006.

Tax District 0095 Details

ID	District Name	Tax Rate	Regular Tax	New Growth Tax
0001	DOUGLAS COUNTY GOVERNMENT	1.8774 %	\$925.56	\$0.00
0001	DOUGLAS COUNTY GOVERNMENT DISABILITIES	0.1000 %	\$49.30	\$0.00
2000	DOUGLAS COUNTY RE-1 SCHOOL DISTRICT	4.7103 %	\$2,322.18	\$0.00
0002	LAW ENFORCEMENT AUTHORITY	0.4500 %	\$221.85	\$0.00
4002	URBAN DRAINAGE & FLOOD CONTROL	0.0528 %	\$26.03	\$0.00
4007	ROXBOROUGH PARK WATER & SAN	1.4708 %	\$725.10	\$0.00
4390	DOUGLAS COUNTY LIBRARIES	0.4052 %	\$199.76	\$0.00
4392	URBAN DRAIN & FLOOD SOUTH PLATTE	0.0063 %	\$3.11	\$0.00
4402	WEST METRO FIRE PROTECTION	1.3737 %	\$677.23	\$0.00

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4402	WEST METRO FIRE PROTECTION	1.3737 %	\$677.23	\$0.00
Totals:		10.4465 %	\$5,150.12	\$0.00

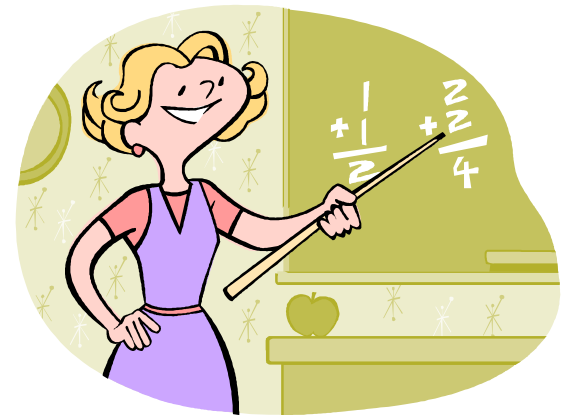
Back

CTD's

- Data Trace only pulls data one time around the 1st of the month.
- Information may be dated and inaccurate.
- Do not assume the title company representative understands the form.
- An archaic product?

Reduce Phone Calls by 60-80%

- ‘Verbals’ put both the Title Company and Treasurer’s office at risk.
- Communicate your intent to do away with ‘verbals’ verbally with local industry leaders and in writing.
- Stay consistent.
- Be helpful and instructional.



Questions? Comments?

 ***The End***