



Job Aid: Work with Back Title

The purpose of this document is to provide instructions on how to search our Back Title database, including prior policies, legal descriptions, and starter policies.

1. Click the **Back Title** tab from the **Title Search (FATIC)** window in the **Services Gateway** toolbar
2. If you have more than one firm (entity) or office associated with your AgentNet credentials, make the appropriate selections in the first three drop-down lists (a) before continuing


NOTE: This information will be applied to any subsequent products ordered for this file, so should be verified before proceeding.

NOTE: Portions of the Property Address on the file should populate the search criteria (b). You can add, edit, or delete this information before searching. The more search criteria entered, the narrower the search results will be.

NOTE: If entering the property address manually, separate the street number and street name into different fields of the search form. Avoid using directionals in the address (such as NW or SE).

Services Gateway - Title Search (FATIC) - AEL 242

Title Search Back Title


 Firm: DEMO - ABC Settlement Services
 Office: DEMO NextGen Office/FL/Tallahassee
 Underwriter: First American Title Insurance Company

Please provide at least 1 Search criteria.

APN: Section/Acreage:
 Owner's Last Name: District:
 Street#: 123 Plat Book:
 Street Name: NW Main Street Plat Page:
 City: Jacksonville Brief Legal:
 Condo/Subdivision: File #:
 Zip Code: 32217 Policy #:
 Unit/Lot#: Policy Date: to
 Block/Square: County: DUVAL

SEARCH BACK TITLE



3. Click the **SEARCH BACK TITLE** button after you enter search parameters

NOTE: The **Back Title Searches (FATIC)** window displays, with two tabs: **BACK TITLE** (c) and **TRD** (d)

Services Gateway - Back Title Search (FATIC) - AEL 241

BACK TITLE TRD

Loan #	Owner #	Owners	Address	Unit/Lot	Condo/Sub C...	Date		
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼		
50114120348 ...	OLD NO 1 PORT...	MAIN ST N JACK...	1, B, 1-4, 6-8...	THE G.N. TIS...	4/21/2016	VIEW	SAVE	
50114120492 ...	Messina, Anthon...	665 Main Jackso...		SECTION LA...	10/4/2017	VIEW	SAVE	
50114120400 ...	C L L REAL ESTAT...	1636 Main Jacks...	11	SPRINGFIELD	11/10/2016	VIEW	SAVE	
50113120464 ...	C L L REAL ESTAT...	1636 Main Jacks...	11	SPRINGFIELD	11/10/2016	VIEW	SAVE	
50114120401 ...	Kakish, Samer. Y.	2425 Main Jacks...	48	NEW SPRING...	11/21/2016	VIEW	SAVE	
50113120455 ...	Burrell, Cedric Bu...	2509 Main Jacks...	12, 11, 10	NEW SPRING...	8/2/2013	VIEW	SAVE	
50114120386 ...	Burrell, Cedric Bu...	2509 Main Jacks...	11, 12		8/2/2013	VIEW	SAVE	
50114120399 ...	Bosworth, Robert...	2944 MAINSAIL...	18	CAPE UNIT SIX	11/15/2016	VIEW	SAVE	
50113120464 ...	Bosworth, Robert...	2944 MAINSAIL...	18	CAPE UNIT SIX	11/15/2016	VIEW	SAVE	
50113120575 ...	Mason, Nicholas....	2999 Mainsail Jac...	12	CAPE UNIT 6	10/10/2018	VIEW	SAVE	
50114120573 ...	Mason, Nicholas....	2999 Mainsail Jac...	12	CAPE UNIT 6	10/10/2018	VIEW	SAVE	
50113120589 ...	Galzion LLC, a Fl...	3801 Main Jacks...			1/31/2019	VIEW	SAVE	
50114120594 ...	Galzion LLC, a Fl...	3801 Main Jacks...			1/31/2019	VIEW	SAVE	
OXFL08521961	GENESIS PROPER...	3801 Main Jacks...	4		7/14/2016	VIEW	SAVE	

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The **Back Title** Tab contains all the prior policies available based on the search criteria. Loan Policy Number, Owner Policy Number, Owner Names, Address, Unit/Lot, Condo/Subdivision, and Date are all displayed for each policy.

NOTE: You can sort by column header by selecting the column name or filter within a column heading by typing in text in the **Contains** field.

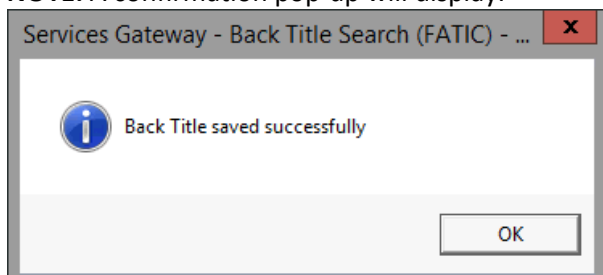
NOTE: You can navigate between the pages of results using the pagination buttons at the bottom of the page.

4. Click the **VIEW** button to review the document before saving

NOTE: It will display in a separate window for printing or emailing.

5. Click the **SAVE** button to save this policy into your **Saved Documents** for your file in Closers' Choice for future use

NOTE: A confirmation pop-up will display.





The **TRD** tab contains legal descriptions and starter policies. Legal Descriptions are denoted by an “L” in the **Type** column and starter policies are denoted by a “S” in the **Type** column (e).

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Type	Fast #	Date	Address	County		
L	3080270	12/2/2013	MAIN Jacksonville FL 32218	Duval	VIEW	SAVE
S	3080270	12/2/2013	MAIN Jacksonville FL 32218	Duval	VIEW	SAVE
L	2003606	9/23/2008	MAIN STREET AND ELIZABETH Jackson...	Duval	VIEW	SAVE
S	2003606	9/23/2008	MAIN STREET AND ELIZABETH Jackson...	Duval	VIEW	SAVE
L	2290041	2/10/2010	Main Jacksonville FL 32218	Duval	VIEW	SAVE
S	2290041	2/10/2010	Main Jacksonville FL 32218	Duval	VIEW	SAVE
L	3693233	1/13/2017	MAIN Jacksonville FL	Duval	VIEW	SAVE
S	3693233	1/13/2017	MAIN Jacksonville FL	Duval	VIEW	SAVE
L	3625942	8/30/2016	MAIN Jacksonville FL 32218	Duval	VIEW	SAVE
S	3625942	8/30/2016	MAIN Jacksonville FL 32218	Duval	VIEW	SAVE
L	2266602	12/21/2009	MAIN Jacksonville FL 32218	Duval	VIEW	SAVE
S	2266602	12/21/2009	MAIN Jacksonville FL 32218	Duval	VIEW	SAVE
L	2266566	12/21/2009	MAIN Jacksonville FL 32218	Duval	VIEW	SAVE
S	2266566	12/21/2009	MAIN Jacksonville FL 32218	Duval	VIEW	SAVE

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6. Click **VIEW** to view the legal or starter policy

NOTE: The legal description will open in a Notepad window for easier copying & pasting.

7. Click **SAVE** to save the legal or starter policy

NOTE: If saving a legal description, a confirmation pop-up will appear asking you to confirm you wish to overwrite any existing legal description in the file, if any.

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This will overwrite the Legal Description in the file. Would you like to overwrite?

Yes No

Click **Yes** to save this new legal description to the **Commitment** section of your file or **No** to cancel. Another message window will confirm the legal description was saved successfully.

Services Gateway - Back Title Search (FATIC) - ...

i Legal Description saved successfully

OK



NOTE: Saved documents can be viewed from the Back Title tab's **Orders** section (f) or in the **Viewer/Documents** section of Closers' Choice.

Street Name:	<input type="text" value="Main"/>	Plat Page:	<input type="text"/>
City:	<input type="text" value="Jacksonville"/>	Brief Legal:	<input type="text"/>
Condo/Subdivision:	<input type="text"/>	File #:	<input type="text"/>
Zip Code:	<input type="text"/>	Policy #:	<input type="text"/>
Unit/Lot#:	<input type="text"/>	Policy Date:	<input type="text"/> to <input type="text"/>
Block/Square:	<input type="text"/>	County:	<input type="text" value="DUVAL"/>

SEARCH BACK TITLE

Orders

Order Number	Products	Status	Created By	Created Date			
50114120401175e	Back Title-Owner Policy	Completed	ael-jamil@firstam.com	10/26/2021 2:08:42 PM			