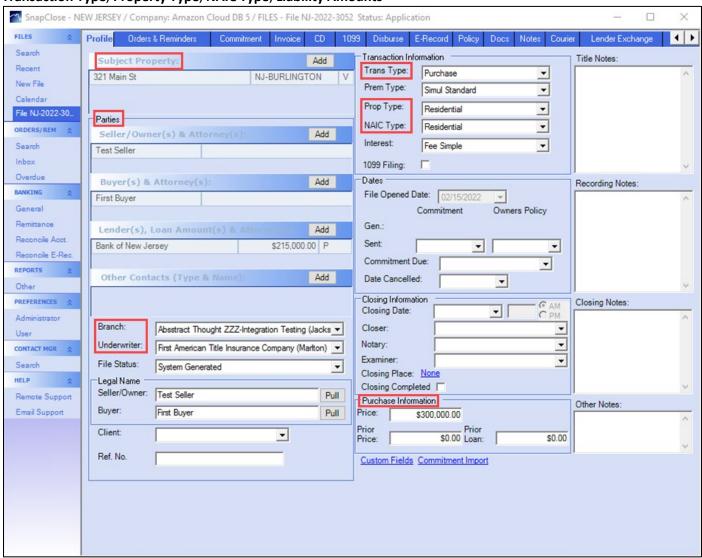# Order Back Title in SnapClose

The purpose of this document is to provide detailed instructions on how to order Back Title (where available) using the SnapClose integration with AgentNet®.

Required Information

The following information is required to search Back Title from SnapClose.

- Enter required information on the **Profile** screen: **Property Address**, **Parties** to the transaction, **Branch**, **Underwriter**, **Transaction Type**, **Property Type**, **NAIC Type**, **Liability Amounts**

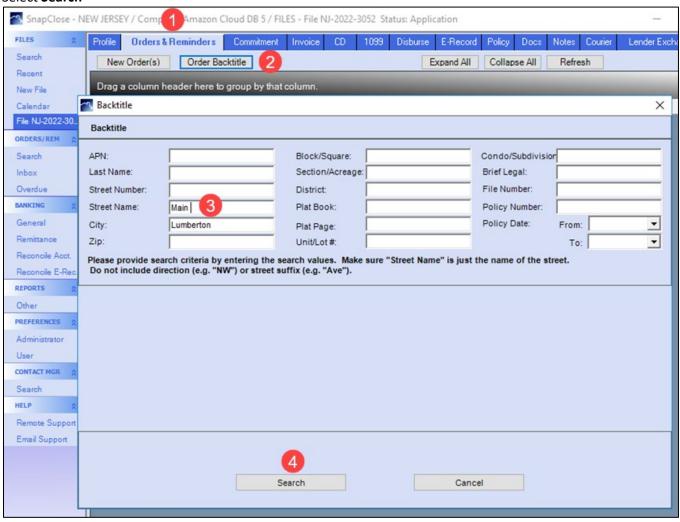# Order Back Title

1. Select **Orders & Reminders** tab
2. Select **Order Backtitle** button
3. Complete fields on the screen as applicable
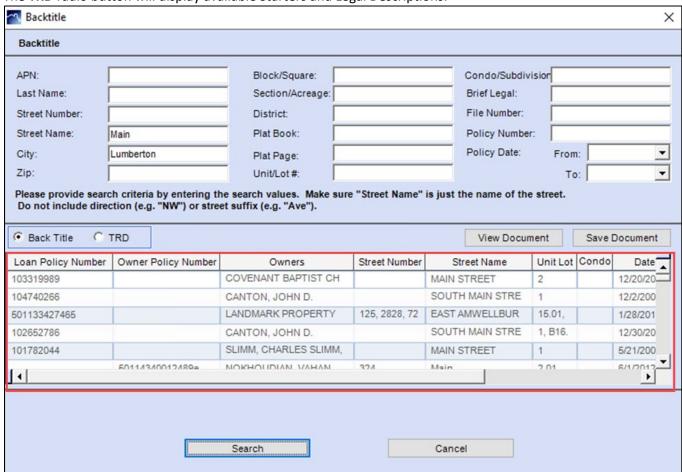4. Select **Search**

NOTE: The **Back Title** radio button will display available Loan and Owner policies for selection to view or save to the file. The **TRD** radio button will display available Starters and Legal Descriptions.

Backtitle

APN:	Block/Square:	Condo/Subdivision
Last Name:	Section/Acreage:	Brief Legal:
Street Number:	District:	File Number:
Street Name: Main	Plat Book:	Policy Number:
City: Lumberton	Plat Page:	Policy Date: From:
Zip:	Unit/Lot #:	To:

Please provide search criteria by entering the search values. Make sure "Street Name" is just the name of the street.
Do not include direction (e.g. "NW") or street suffix (e.g. "Ave").

⦿ Back Title   ○ TRD   [View Document]   [Save Document]

Loan Policy Number	Owner Policy Number	Owners	Street Number	Street Name	Unit Lot	Condo	Date
103319989		COVENANT BAPTIST CH		MAIN STREET	2		12/20/20
104740266		CANTON, JOHN D.		SOUTH MAIN STRE	1		12/2/200
501133427465		LANDMARK PROPERTY	125, 2828, 72	EAST AMWELLBUR	15.01,		1/28/201
102652786		CANTON, JOHN D.		SOUTH MAIN STRE	1, B16.		12/30/20
101782044		SLIMM, CHARLES SLIMM,		MAIN STREET	1		5/21/200
50114340012489e		NOKHOUDIAN, VAHAN	324	Main	2.01		6/1/2012

[Search]   [Cancel]

Saved Back Title policies will be in the **Docs** tab.

SnapClose - NEW JERSEY / Company: Amazon Cloud DB 5 / FILES - File NJ-2022-3052 Status: Application

FILES | Profile | Orders & Reminders | Commitment | Invoice | CD | 1099 | Disburse | E-Record | Policy | **Docs** | Notes | Courier | Lender Exchange

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[Create Document(s)] [Import Document(s)] [Edit/View Shared Status] [View History] [Closing Docs]

Display Name	INSERT	Date Created	Last Accessed	Last Accessed By	Document Source	
Back Title Document		2/15/2022 10:12:2	2/15/2022 10:12:	Chris Heffner	Received From Vendor	Chris Heffner