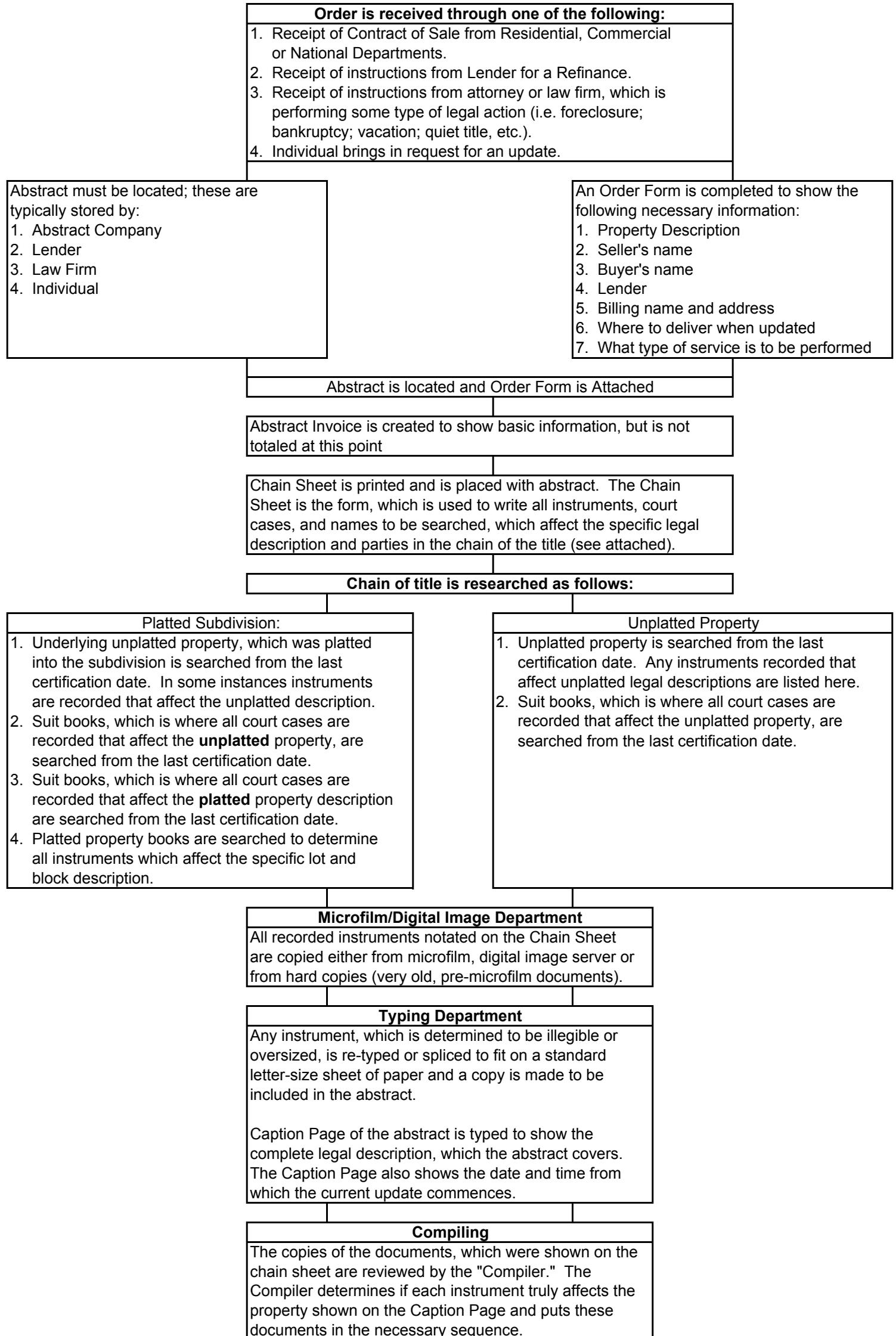


Steps Involved in Updating an Abstract



Name Check

All names, which appear in the chain of title are searched to determine if there are any tax liens, judgments, divorces; bankruptcies; probates, etc. The books/records that are searched are:

1. Federal (tax liens; bankruptcies)
2. Judgment (any judgment)
3. Miscellaneous (state tax liens; probates, etc.)

Court Desk

The search performed during the running of the chain of title and the name check process may reveal court cases that affect either the property or the owners or previous owners of the property. Therefore, the specific court file(s) must be ordered to obtain copies of the court documents to be included in the abstract.

Close-Out

This process is exactly the same as the chain running steps. This is typically performed by a different person; this serves as a "double check" to verify that the initial chain of title was run correctly.

Tax Desk

All taxes that affect the property (i.e. ad valorem; personal property; business personal and special assessments) are certified to and typed on a specific page, which always precedes the certificate page of the abstract. The status of the taxes is designated as paid or outstanding.

The tax desk determines the costs associated with adding all of the new pages/documents to the abstract. The tax desk also numbers all new pages that are being inserted into the abstract. Once the pages are numbered, the certificate page is finalized to show the date and time through which the abstract is being certified (i.e. March 17, 2004 at 7:00 a.m.).

Tie-Up

All new pages, which are being included in the abstract are double hole-punched and are bound/tied in the abstract with a ribbon. Once the ribbon is tied, a gold, embossed seal is affixed. The abstract could be considered compromised or invalid if the seal is not affixed.

Bill-Out

The charges as determined by the tax desk are summarized on the invoice. The invoice is printed and the abstract is completed. The updated abstract is delivered based on the initial delivery instructions. An Abstract Receipt is signed for by the person picking up the abstract. If an abstract is lost, the last person to sign for the abstract is responsible for replacing it.