



## **Commercial Title Specialist**

**Boston National Title Agency, LLC**

**Reports to: COO**

Boston National Title Agency, LLC has an opening in its Charlotte Office for an experienced Commercial Title Specialist. Boston National Title Agency, LLC (“BNT”) has grown to a national title agency since opening in Charlotte, NC in 2009. Today BNT services more than 180 clients of all sizes, maintains 18 offices located across the country and processes more than 8,000 transactions per month. BNT consistently ranks at the top of clients’ vendor lists and we attribute this achievement, and our remarkable growth, to our relentless determination to exceed our clients’ SLA expectations on every single file.

### **Job Responsibilities:**

- Obtain payoff letters, request and present corporate documents for attorney review, review title commitments to identify adverse title issues that need to be addressed, obtain zoning or survey quotes, etc.
- Understand the escrow process to determine what steps need to be taken to transfer the title of property pursuant to the conditions called for in the real estate contract and lender instructions
- Collaborate with examination department to resolve title issues such as legal descriptions, easements, lot splits, vesting, all tax liens, abstracts of judgments, bankruptcies, boundary disputes, encroachments, list pendants, etc.
- Prepare all closing documents necessary to ensure title insurance is issued at closing
- Secure all documents (corrective and others) that may be required for the issuance of title insurance
- Prepare Closing Settlement Statements
- Conduct closing with customer, realtor, lenders, and attorneys
- Assist customers and clients with closing related questions
- Prior to disbursement, confirm all funds are collected, all appropriate documents are checked for accuracy, signatures are collected, and acknowledgements and legal descriptions are correct
- Collect all taxes due, HOA dues, and any delinquencies and/or principal and interest
- Ensure all payoffs have been collected, mailed, delivered or wired according to instructions
- Verify against the closing statement that all disbursements have been paid correctly
- Prior to recording, verify all legal documents for correct acknowledgements, legal, and lien information
- When needed, delegate work to and manage work of escrow assistants in the real estate transaction process
- Manage and develop client relationships to ensure future real estate closing transactions
- Correspond with lenders, builders, real estate agents, and attorneys as needed
- Order conveyance deeds/documents from outside counsel
- Submit real estate documents for electronic recording, as needed

### **Qualifications:**

- High School diploma or equivalent. College degree preferred
- High level of demonstrated customer service, and time management skills

- 2+ years of escrow officer experience and a total of 3+ years of industry experience
- To perform this job successfully, an individual should have knowledge of Microsoft Office applications
- RamQuest Closing operations system knowledge preferred, but not required
- Ability to read and interpret documents such as underwriting guideline matrix, lender's instructions, trust agreements, purchase contracts
- Ability to write routine reports and correspondence
- 10 year background checks with no derogatory items for credit, criminal, prior positions

### **About the Company:**

Boston National Title Agency, LLC ("BNT") was founded in 2006 in Port St. Lucie, Florida and has since grown to be a leader in the title and settlement services space. Today, BNT services more than 180 clients of all sizes, maintains 18 offices located across the country and processes more than 8,000 transactions per month.

With more than a decade of demonstrated success in title and settlement services, BNT has earned a reputation of delivering service that provides a competitive advantage to our clients and for our tireless commitment to operational excellence. Our company was built on our adherence to the highest ethical standards, while efficiently and carefully executing the delivery of real estate closing services for our clients.

Our offices deploy state of the art technology, operated by degreed and proven settlement services professionals; all with extensive title and real estate services backgrounds. Our associates hold distinguished credentials and participate in continuing education, to ensure knowledge is carefully balanced with experience. BNT is agent for the nation's leading title insurance underwriters, affording us the combined knowledge of the best underwriting practices the industry has to offer.

In late 2016, BNT was acquired by Incenter, LLC a Blackstone Group portfolio company and leading provider of trading, advisory and fulfillment services for lenders and specialty finance companies. Incenter is headquartered in Saint Paul, Minnesota and has additional offices in Denver, Los Angeles, New York and Manila, Philippines. Incenter employs approximately 900 professionals worldwide.

BNT offers an exciting, fast-paced work environment along with a comprehensive suite of benefits including health, dental, vision and other coverage, in addition to a matching 401(k) program.

### **For consideration, send your resume to:**

Email: [Bpacey@BostonNationalTitle.com](mailto:Bpacey@BostonNationalTitle.com)