



Automated Title Information Data System

Web ATIDS I Training Workbook

Help Desk 1-800-421-9378
(Monday – Friday 8:00 a.m. – 5:30 p.m.)

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Introduction

Web ATIDS Overview

Automated Title Information Data System (ATIDS) is Florida's largest database of geographically posted title information. It is maintained and made available by The Fund. It consists of more than 900 million property records from nearly 40 of the state's most active counties, including property tax information in many of the largest counties. Over 26,000 new records are added daily.

Web ATIDS provides a Web browser-based front end to ATIDS through the Internet. Easy to learn and use, Web ATIDS was created by The Fund and is designed for use in a Microsoft Windows® environment.

Note: The Help Desk may be reached at 1-800-421-9378 from 8:00 AM to 6:30 PM, Monday through Friday, or by e-mailing your question(s) to the Help Desk at helpdesk@thefund.com.

About This Workbook

The **Web ATIDS I Basic Training** course is designed to assist in the use of the system to access property, name, and tax information in preparation for title examination.

This student workbook is designed for individuals with title examination knowledge and experience, as well as a basic knowledge of Windows.

Each lesson has three sections:

Concept: The concept explains the purpose of the module and its relationship to the gathering of title information for examination purposes.

Objective: The objective for each lesson is the particular task or set of tasks you will learn.

Lesson: Lessons are step-by-step instructions designed to walk you through the module. They provide hands-on experience using Web ATIDS.

In addition to the regular lessons, practice sessions are included. The practice sessions are given where additional hands-on experience might be helpful. The practice sessions may be covered in the class, if time permits, or you may work on them at your office.

This Workbook was produced by Team Educat!on at The Fund. Team Educat!on serves The Fund's mission by providing exceptional education, training and support needed to develop real estate professionals' knowledge, skills, and abilities. You may contact this unit by phone at 888-407-7775 or by e-mail at educationregistrar@thefund.com. The Member Support Representatives who provide hands-on training for the Web ATIDS application are part of Team Educat!on.

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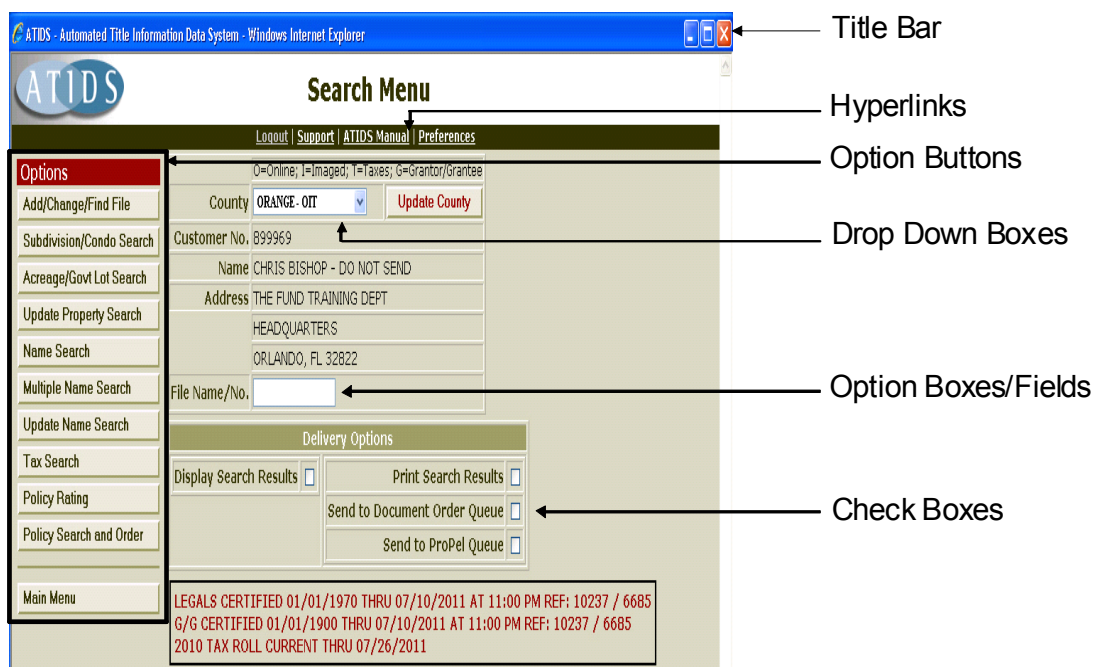
Conventions

The following conventions are used in this workbook.



Convention	Meaning
Bold characters	Text that identifies all or part of a Web ATIDS window or instructs you to type information is represented by Arial font in bold . All other text is Times New Roman.
Choose	Pick an item (button or a menu item) to initiate an action. Windows supports more than one method to accomplish an action. For example, you could click a specific button and press ENTER. Choose is used when the method is not important for the discussion.
Click	Use the mouse to position the pointer over a button in a dialog box, then press and release the left mouse button. For example, “click OK” means position the pointer over the OK button, then press and release the left mouse button.
Key names	The names of keys with special functions that you press on the keyboard are in all CAPITAL letters. For example, use the TAB key to move to the DATE boxes/fields and type 3/22/08 .
Select	Pick one or more items for processing. For example, select the name(s) from the list.

Windows Terms

The following figure shows a typical Web ATIDS window with the terms used in this guide.



Term	Function
Title Bar	Displays the Web ATIDS name and the name of the active closing file.
Option Buttons	Displays buttons used to select Web ATIDS functions.
Option Boxes and Fields	Option Boxes and Fields are areas where you can select or type information. Only Boxes and Fields with a white background can be changed. Information that is displayed in gray boxes cannot be changed in the active area.
Drop Down Boxes	Drop Down Boxes displays a list of available options.
Hyper-links	Hyper-links direct you to additional functions or resources within the application.

Term	Function
Option Buttons 	Use an option button to select a single item from a group of items. To select an option, click the circle next to it. A black dot appears in the circle.
Check Boxes 	Use a check box to select one or more items in a group. To select an item, click the box next to it. A check mark is displayed in the box. To clear a check box, click it again.
Tool Tip	The Tool Tip displays information about the program. For example, as you move the mouse pointer over the buttons, a description of the button is displayed.

Windows Shortcut

A useful Windows shortcut to remember while working in Web ATIDS is to press ALT + TAB to switch between Web ATIDS and another open Windows application on your desktop.

General Information

Internet Access. High-speed or broadband Internet connectivity (via DSL, ISDN, Frame Relay, T1 line, Cable, etc.) is highly recommended for use with Web ATIDS.

Supported Versions of Windows. Web ATIDS requires Windows XP Professional, SP2 32-bit, Microsoft Windows Vista 32-bit and 64-bit, or Microsoft Windows 7 32-bit and 64-bit. For Windows upgrade assistance, please contact your network administrator or computer professional.

Required Versions of Internet Explorer. For best results when accessing The Fund's website, your version of Internet Explorer must be 6.0, 7.0, 8.0 or Netscape Navigator 7.0. To check your I.E. version, select **Help** from the main menu bar, and select **About Internet Explorer**. If you need to update your version, please visit Microsoft's site (<http://www.microsoft.com/windows/ie/default.asp>) where you can download an update. For update assistance with Internet Explorer, please contact your network administrator or computer professional.

The Fund's Website

The Fund provides support for members via its website **www.thefund.com**. This is your source for Fund products and services, as well as information relevant to a real estate law practice. The Product Support section can be accessed for technical support, product updates, and the latest news for select Fund products. Simply click **Support & Downloads** in the top navigation bar, and then click **ATIDS Customer Support** from the list of products.



The screenshot shows the ATIDS Customer Support Page. On the left is a navigation menu with two sections: 'ATIDS Support' and 'FundNet (members only)'. The 'ATIDS Support' section includes links to 'ATIDS Support Home', 'About ATIDS', 'ATIDS Training', 'ATIDS Support FAQ', 'Ask a Support Question via Email', and 'ATIDS Downloads'. The 'FundNet (members only)' section includes links to 'Support & Downloads', 'Help Desk', 'ATIDS', 'DoubleTime', 'eSolutions', '4Real', 'ProPel', 'Launch Web ATIDS', 'Launch Web CPL', 'Launch ePolicyManager', 'The Fund Concept Online', 'Fund Procedures Handbook', 'Title Notes / Standard Commitment Clauses', and 'Commitment Clauses'. The main content area features a header with a dog image and the text 'EXPERT. ACTIVE. REAL'. Below this is a navigation bar with links: 'About The Fund | Products | Support & Downloads | Services | Publications &'. The main heading is 'Welcome to the ATIDS Customer Support Page'. The text states: 'You may e-mail your support questions to The Fund's Help Desk. We will respond as business day.' It also provides 'Help Desk hours of operation for "how to" software support and limited hardware support: Monday through Friday. Assistance with software installation is offered from 9:00 a.m. to 4:00 p.m. EST Monday through Friday. Phone: (800) 421-9378'. A section titled 'ATIDS Support News and Announcements:' follows, with a date '6/9/11' and a heading 'ATIDS ALERT: Palm Beach Tax Information'. The text explains a change in vendor software for the PTAX system and provides the URL www.pbcgov.com/tax/ and phone number 561-355-3546. It concludes with 'If you have any questions please contact the help desk at 1-800-421-9378'.

Note: To email The Fund with questions or suggestions on ATIDS, click the e-mail link just below *Welcome to the ATIDS Customer Support Page*, or click Ask a Support Question via Email link in the left navigation bar.

Logging Onto Web ATIDS

What You Do	Comments
1. Open your internet browser, and type the URL for The Fund (www.thefund.com)	The first step in accessing the Web ATIDS system is entering the URL for Web ATIDS on the Internet browser. <i>Note:</i> The Fund's website portal contains a public portion and a private portion accessible only to website users who have a User ID and Password. Some informational pages about Web ATIDS are located on the public portion of the website. However, to access most of the information about Web ATIDS a valid User ID and Password are required. In addition, to launch and use the Web ATIDS application itself, the user's firm must have a Fund enabled account, and the user must have been granted Web ATIDS privileges by the firm's FundNet Administrator.
2. This will display the Welcome to The Fund screen	

The screenshot shows the homepage of 'The Fund'. On the left is a 'FundNet (members only)' login section with fields for 'User ID' and 'Password', a 'Login' button, and a link to 'Download FundNet FAQs (PDF / 269K)'. The main content area features a banner with a golden retriever and the text 'STRONG AND HERE TO STAY.' Below this is a section titled 'close with confidence' with a paragraph about the Fund's mission. At the bottom of the main area is a section titled 'A REAL ESTATE ATTORNEY'S BEST FRIEND' with four icons representing 'Preparing Closings & Policies', 'Education', 'Support Services', and 'Public Records Search'. The right sidebar contains 'News & Announcements' with several links to legal education news, ATIDS alerts, and fund news.



What You Do	Comments
3. Enter the User ID and Password and click on the Login button.	This logs you into the password protected area of The Fund's website, and enables access to the Web ATIDS application (provided your firm and you have a Web ATIDS account)



Keep your password confidential. If your computer will be unattended, always log off to prevent unauthorized access to the system.

The screenshot shows the The Fund website. On the left, the 'FundNet (members only)' sidebar lists various resources, with 'Launch Web ATIDS' highlighted. The main content area features a header with a dog and the text 'HELPING YOU GET THE DEAL DONE.' Below this is a navigation bar with links like 'About The Fund', 'Products', 'Support & Downloads', etc. The main body has a 'close with confidence' section with text about The Fund's member-driven services. Below that is a 'BEST FRIEND' headline. On the right, there's a 'News & Announcements' section with several alerts and seminars listed.

4. Select **Launch Web ATIDS** from the FundNet (Members only) options on the left of the screen.
5. The **Launch Web ATIDS** screen will display. This screen will display important Web ATIDS messages when necessary.

What You Do	Comments
 <p>FundNet (members only) Support & Downloads Launch Web ATIDS Support General Availability System Outages Launch Web CPL Launch ePolicyManager The Fund Concept Online Fund Procedures Handbook Title Notes / Standard Commitment Clauses Handbook / Affidavit Practice Manual DoubleTime® Online Seminars RESPA Online Seminars 2006 ALTA Forms Online Seminar Self Assessment Survey - Member Tips Worksheets Mortgage Release Certificate Paradigms Online Order Branch Products Online (Non-ATIDS Customers) Title Insurance Forms Fund Media Center The Fund Connection My Account Logout Download FundNet FAQs</p>	 <p>LOYAL. DEVOTED. NEVER COMPETES.</p> <p>About The Fund Products Support & Downloads Services Publications & Resources Become a Member Search</p> <h3>Web ATIDS</h3> <p>Web ATIDS will launch in a new browser window:</p> <p>Launch Web ATIDS</p> <p>ATIDS Support News and Announcements:</p> <p>4/8/11 ATIDS ALERT: Seminole County Redacted Documents</p> <p>Warning! Seminole County is not providing images of redacted documents to the Fund, other abstractors or on the Clerk's website. The documents are:</p> <ul style="list-style-type: none"> • Death certificates • Court files, records or papers relating to Family Law, Juvenile Law or Probate Law cases • Military discharges <p>Redacted documents appear in ATIDS with the comment: Redacted. To view the document, please call the local Branch and place a hard copy order. The Branch will order the copies from Seminole County and deliver via your preferred delivery method.</p> <p>General System Availability</p> <p>Hours: Monday - Friday 8:00 a.m. to 10:00 p.m. ET Saturday 8:00 a.m. to 7:00 p.m. ET Sunday Unavailable</p>

- Click on the **Launch Web ATIDS** button. The **Main Menu** is displayed.

What You Do		Comments
 <div style="text-align: center;"> Main Menu For the County of ORANGE Logout Support ATIDS Manual Preferences </div>		
FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCV) County Certification Information (PICD)	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)
BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (P110)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (P111)



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7. Move the mouse pointer over the clickable buttons appearing on the **Main Menu**. A brief description of the function available within Web ATIDS that will be launched if you click the button appears when you move the mouse pointer over the button.

Main Menu

The **Main Menu** is organized into six major thematic categories:

- **File Search and Order**
- **Billing Activity**
- **County Information**
- **Subdivision/Condo Details**
- **Miscellaneous**
- **Replat/Underlying Information**

Each of the six major categories contains a list of subcategories of menus describing the functions that can be performed in Web ATIDS. To select a subcategory, click the appropriate button. Note: For a brief description of each function, move the mouse pointer over the button.

Lesson 1 - The Basics

Concept

In this lesson you will use transactional information to perform searches using Web ATIDS. This lesson assumes that a Web ATIDS user already has the required property information needed to perform the search (for example, a complete and accurate legal description and base title information).

Objective

With a complete and accurate legal description and base title information in hand, you will learn the following steps, which are part of the process of title examination in a routine real estate closing transaction. You will learn how to:

- Open a Web ATIDS file
- Perform a property search on the legal description
- Perform name searches - personal and commercial
- Order hard copies of documents
- Receive orders via ProPel.
- Perform a property update search
- Perform a name update search
- Rate the owner's and mortgagee policies.

Transaction Information

Residential Contract For Sale And Purchase

THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR



1* **PARTIES:** Jean Luc LeBlanc and Francine LeBlanc ("Seller"),
 2* and Realistat Realty ("Buyer"),
 3 agree that Seller shall sell and Buyer shall buy the following described Real Property and Personal Property
 4 (collectively "Property") pursuant to the terms and conditions of this Residential Contract For Sale And Purchase and
 5 any riders and addenda ("Contract"):

6 **1. PROPERTY DESCRIPTION:**
 7* (a) Street address, city, zip: 154 Santa Monica Avenue, Royal Palm Beach, FL 33411
 8* (b) Property is located in: Palm Beach County, Florida. Real Property Tax ID No: _____
 9* (c) Legal description of the Real Property: Lot 9, Block V, LA MANCHA 2
 10* Plat Book 29, Page 196 of the Public Records of Palm Beach County.
 11 together with all existing improvements and fixtures, including built-in appliances, built-in furnishings and
 12 attached wall-to-wall carpeting and flooring ("Real Property") unless specifically excluded below.
 13 (d) Personal Property: The following items owned by Seller and existing on the Property as of the date
 14 of the initial offer are included in the purchase ("Personal Property"): (i) range(s)/oven(s), dishwasher(s),
 15 disposal, ceiling fan(s), intercom, light fixtures, rods, draperies and other window treatments, garage door
 16 openers, and security gate and other access devices; and (ii) those additional items checked below. If
 17* additional details are necessary, specify below. **If left blank, the item below is not included:**

<input checked="" type="checkbox"/> Refrigerator(s)	<input type="checkbox"/> Smoke detector(s)	<input type="checkbox"/> Pool barrier/fence	<input type="checkbox"/> Storage shed
<input type="checkbox"/> Microwave oven	<input type="checkbox"/> Security system	<input type="checkbox"/> Pool equipment	<input type="checkbox"/> TV antenna/satellite dish
<input checked="" type="checkbox"/> Washer	<input type="checkbox"/> Window/wall a/c	<input type="checkbox"/> Pool heater	<input type="checkbox"/> Water softener/purifier
<input checked="" type="checkbox"/> Dryer	<input type="checkbox"/> Generator	<input type="checkbox"/> Spa or hot tub with heater	<input type="checkbox"/> Storm shutters and panels
<input type="checkbox"/> Stand-alone ice maker		<input type="checkbox"/> Above ground pool	

18 The only other items of Personal Property included in this purchase, and any additional details regarding
 19* Personal Property, if necessary, are: range, window treatments and paddle fans
 20*
 21 Personal Property is included in the Purchase Price, has no contributory value, and shall be left for the Buyer.
 22* (e) The following items are excluded from the purchase: _____
 23*
 24* **2. PURCHASE PRICE (U.S. currency):**..... \$ 150,000.00

The contract information necessary for this lesson is shown above. In addition, we have learned that there is a prior owner's title insurance policy acceptable for use as base title bearing an effective date of June 15, 2000. This date will be used as the **Search From Date**.

Using The Search Menu To Add A New File

What You Do	Comments
1. From the Main Menu , click the Search Menu button.	The Search Menu screen is displayed. <i>Note:</i> The Add/Change/Find File transaction is used to add an ATIDS file. A separate ATIDS file number must be added for each new closing transaction. The proper Bill Code must be assigned to the file in this transaction. The Add/Change/Find File transaction also allows the change of certain file related information and the scan of files in the ATIDS account.

ATIDS Search Menu

Logout | Support | [ATIDS Manual](#) | [Preferences](#)

Options

- Add/Change/Find File
- Subdivision/Condo Search
- Acreage/Govt Lot Search
- Update Property Search
- Name Search
- Multiple Name Search
- Update Name Search
- Tax Search
- Policy Rating
- Policy Search and Order
- Main Menu

County: **ORANGE - OIT** [Update County](#)

Customer No.: 899916

Name: RICHARD P. BRUCE, ESQ.

Address: 5955 T.G. LEE BLVD.
ORLANDO, FL 32828

File Name/No.:

Delivery Options

Display Search Results ☐

Print Search Results ☒


Send to Document Order Queue ☒

Send to ProPel Queue ☐

LEGALS CERTIFIED 01/01/1970 THRU 04/26/2011 AT 11:00 PM REF: 10205 / 1472
G/G CERTIFIED 01/01/1900 THRU 04/26/2011 AT 11:00 PM REF: 10205 / 1472
2010 TAX ROLL CURRENT THRU 04/26/2011

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What You Do	Comments
2. Choose the Delivery Options you want for the file.	To obtain a printout, select Print Search Results . To also store the documents in the Order Documents transaction, also select Sent to Document Order Queue . To send the search results to ProPel, select Send to ProPel Queue . To display the search results within the current Web ATIDS session, including real time image viewing, select Display Search Results . <i>Note:</i> The Delivery Options field defaults to Print Search Results and Send to Document Order Queue . Choosing Display Search Results deselects the default selections.
3. In the County field, select Palm Beach county.	This transaction involved property located in Palm Beach County. <i>Note:</i> When signing-on, the system defaults to your home county.
4. In the File Name/No. field, type the file name/number for this transaction.	<i>Note:</i> The File Name/No. can be up to 15 characters, digits, or a combination of characters and digits.
5. Click the Add/Change Find File button.	The Add/Change/Find Files screen is displayed.



Search Menu

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options	Form Fields	Delivery Options
Add/Change/Find File	County: PALMBEACH - OIT Update County Customer No.: 899969 Name: CHRIS BISHOP - DO NOT SEND Address: THE FUND TRAINING DEPT HEADQUARTERS ORLANDO, FL 32822 File Name/No.: LeBlanc20CY	Display Search Results <input type="checkbox"/> Print Search Results <input checked="" type="checkbox"/> Send to Document Order Queue <input checked="" type="checkbox"/> Send to ProPel Queue <input type="checkbox"/>
Subdivision/Condo Search		
Acreage/Govt Lot Search		
Update Property Search		
Name Search		
Multiple Name Search		
Update Name Search		
Tax Search		
Policy Rating		
Policy Search and Order		
Main Menu	LEGALS CERTIFIED 12/14/1977 THRU 07/09/2011 AT 11:00 PM REF: 24624 / 1431 G/G CERTIFIED 01/01/1900 THRU 07/09/2011 AT 11:00 PM REF: 24624 / 1431 2009 TAX ROLL CURRENT THRU 03/22/2010	



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What You Do	Comments
6. Click the Add/Change/Find File button.	The Add/Change/Find Files screen is displayed.

- | | |
|---|---|
| <p>7. Verify that you have entered the correct file number. If not you may change it before clicking the Submit button.</p> <p>8. Click on the Submit button.</p> | <p><i>Note:</i> The Function field defaults to the Add option. There are 3 options available. The Change option is used to change the description, Bill Code, or Policy Intent question in an existing file. The Find option is used to locate an existing file number.</p> <p>The next screen needed to add the file displays.</p> |
|---|---|

What You Do	Comments
9. In the Ordered By field, type the criteria desired (i.e. paralegal name, attorney name, etc).	<i>Note:</i> The Ordered By field is a required field and will appear on the account's billing activity report.
10. Tab to the Description field and type LeBlanc To Realistat Realty	A description of the file is placed in this field. The name of the seller and the buyer will be the description for this file. <i>Note:</i> The Description field is a required field and will appear on the account's billing activity report.
11. Tab to the Bill Code field.	The Bill Code selected here determines the cost of the file. <i>Note:</i> The Bill Code field defaults to Title Search .
12. Confirm the Yes answer to the Policy Intent question.	A Yes answer denotes that there will be an ORNTIC/ATFS policy issued. A No answer denotes that there will not be an ORNTIC/ATFS policy issued. <i>Note:</i> The default is set to a Yes answer.

ATIDS Add/Change/Find Files
For the County of PALM BEACH

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Enter/Return to Search Menu](#)
[Cancel/Return to Search Menu](#)

Function ADD
File Name/No. LEBLANC20CY
Ordered By Ima Paralegal
Description LeBlanc To Realistat Realty
Bill Code Title Search
Project Code

Do you propose to issue a title insurance endorsement/policy on ORNTIC processed by ATFS on the transaction?
☒ Yes ☐ No

Submit

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13. Click the **Enter/Return to Search Menu** button.
- The **Search Menu** window displays. The file has been added. *Note:* The **File Name/No.** field contains the name of the file that was just added. *Note:* the **Submit** button will re-display the **Add/Change/Find Files** window allowing you to enter another file.

Bill Codes

It is important to use the proper **Bill Code** when creating your file. Know the purpose of the file before you create it in Web ATIDS so that you can choose the **Bill Code** that is most appropriate.

Bill By File Codes - Certified Information

BILL BY FILE CODES – <i>Certified Information</i>			
Bill Code	Rate	Open	Conditions for Use
Title Search	\$40 – Policy	12 mo*	Title information search for closing purposes with the intent of writing an Old Republic National Title Insurance Company policy processed through Attorneys' Title Fund Services, LLC.
Title Search	\$75 – No Policy	12 mo*	Title information search for closing purposes and title opinions with no intent of writing an Old Republic National Title Insurance Company policy.
Title Search (Project Code)	\$25 – Policy	12 mo*	See Title Special Project Rate on the following page Title information search for closing purposes with the intent of writing an Old Republic National Title Insurance Company policy processed through Attorneys' Title Fund Services, LLC.
Limited Residential Search	\$25 – Policy	12 mo	Limited Title information search for closing purposes with intent of writing an Old Republic National Title Insurance Company Short Form Residential Loan Policy processed through Attorneys' Title Fund Services, LLC.
Interval Ownership Search	\$15 - Policy	6 mo	Used for closings or foreclosures of timeshares involving the sale of a unit week or weeks with the intent of writing a Old Republic National Title Insurance Company policy processed through Attorneys' Title Fund Services, LLC.
Interval Ownership Search	\$30 – No Policy	6 mo	Used for closings or foreclosures of timeshares involving the sale of a unit week or weeks with no intent of writing Old Republic National Title Insurance Company policy processed through Attorneys' Title Fund Services, LLC.
Update Branch Product	N/C	6 mo	Used for updating a search (gap or closeout) for a Certificate, Schedules A & B, a Title Search Report, or a Foreclosure Search Report issued by a Fund branch office.

BILL BY FILE CODE – <i>RESEARCH ONLY (Non- Certified Information)</i>			
Bill Code	Rate	Open	Conditions for Use
Ownership & Encumbrance Search	\$10	1 mo	Used for research purposes only. Filtered property search results provide a preliminary look at property's title, especially useful for foreclosure or short sale research. Search results cannot be used to issue a Title Policy.

* A TITLE yes file can be extended an additional 6 months at no charge by using the **Billing Activity Menu** transaction. Or, you may call the Help Desk for this request, however a \$25.00 processing charge will be insured.

Title Special Project Rate Bill Code

Conditions for Use	
<i>Code</i>	Title Search and in the Project Code field use the Project Code number assigned to the Subdivision by the Help Desk.
<i>Use</i>	Search for title information on a lot or condominium unit for projects with 25 or more in the same development and from a single developer with the intent of writing a Fund policy.
<i>Number of Searches</i>	Minimum 25 (must be in the same development).
<i>Number of files</i>	A separate file number for each real estate transaction.
<i>Number of Fund policies</i>	A separate Fund policy for each real estate transaction.

How to Request a Special Project Rate	Call the Help Desk (1-800-421-9378) to request a Special Project Rate. If your request is approved, you receive a cutoff authorization number (cutoff number).
How to Enter the Bill Code	<p>Enter the cutoff number in the Project Code field. This number is to be entered for every file opened for the project.</p> <p>Example: Bill Code: Title Search Project Code: 1234</p> <p>Note: If you do not enter the cutoff number when the file is established, the file charge will default to the standard rate. To correct the bill code, use the Bill transaction or contact the Help Desk.</p>
Adjustment and Limitations	<p>The cutoff number is valid for one project (one condominium or subdivision), regardless of the number of phases or sections. Additional plats or amendments must be added to the cutoff number.</p> <p>Establish a separate file number for each real estate transaction.</p>

- If a file has been added and the cutoff number has been mistakenly omitted, the **Billing Activity Menu** Transaction adjustment screen may be used to add or correct the cutoff number.

Error Message	<p>PLAT NOT AUTHORIZED FOR SPECIAL BILLING CODE</p> <p>This message is displayed if you try to use the special project rate for a subdivision or condominium that is not an authorized project. If the subdivision or condominium should be included in a project, call the Help Desk to have it authorized.</p>
----------------------	---

ATIDS Title Information Credit/Adjustment Policy

After a customer opens files in ATIDS to order title information, the customer may request a credit or adjustment on the charges. The guidelines that The Fund will use to adjust a customer's account or to determine what percentage to credit a customer's account are as follows:

Reason for Credit/Adjustment	% of Standard Credit/Adjustment
Opened file in error (no property, no name, or no tax searches ran in the file).	100%
Duplicated file in the account with the same legal description.	100%
Opened file, ordered ATIDS search, then changed mind and ordered it from a Fund branch.	100%
Opened file (TITLE) – deal falls through. <ul style="list-style-type: none"> • Does not apply to Title – Policy Intent No files • Does not apply to LRS or Grantor/Grantee files • Does not apply to special projects 	50%
Tax searches	0%
Usage bill codes	0%

Note: (1) Changes to the **Bill Code** will be adjusted or credited according to the standard pricing in effect for the newly selected **Bill Code**. (2) Adjustments and credits will only be granted for files billed within 12 months. (3) **Billing Activity Menu** transaction will allow for Adjustment to the account. If the transaction does not grant the adjustment requested, please call the Help Desk.

Subdivision/Condo Search

What You Do	Comments
1. From the Search Menu , click on the Subdivision/Condo Search button.	The Subdivision/Condo Search screen is displayed. <i>Note:</i> The Subdivision/Condo Search transaction is used to search property records for platted legal descriptions such as subdivisions and condominiums. This option generates a printout of document reference information found for a legal description(s) searched. Only documents containing legal descriptions are obtained from this option. Examples of types of documents that may be found include deeds, mortgages, assignments, and satisfactions of mortgages.

ATIDS Subdivision / Condo Search
For PALM BEACH County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options | [Search Menu](#) | FUND BRANCH CERTIFIED THROUGH 04/22/2011 AT 11:00 PM

File Name/No.

(mmdyyyy) (mmdyyyy)

Search From Date Through Date Document Filter

Source of Plat Book Page

L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

What You Do	Comments
<p>2. In the Search From field, type Date 06152000</p>	<p>June 15, 2000 is the effective date of the prior policy you are using as your base title. <i>Note:</i> (1) Depending on base title used, the <i>Search From Date</i> can also be one of the following dates: the effective date of an exact prior, date of plat, or the county on-line date. (2) Leaving the Through Date field blank will include results through the most recent certified through date and time. (3) The Document Filter field permits restricting search results to pre-defined specific types of documents (for example, deeds, easements, liens, mortgages, restrictions, satisfactions, miscellaneous).</p>
<p>3. Tab to the Source of Plat field, and select the source of plat accordingly.</p>	<p>The source of plat for La Mancha 2 is a Plat Book. <i>Note:</i> The Source of Plat field defaults to Plat Book. Other Source of Plat Codes are:</p> <ul style="list-style-type: none"> CO Chancery Order OR Official Records CB Condominium Plat Book DB Deed Book MP Minor Plat Book (Alachua & Hillsborough) MS Miscellaneous Book MB Mortgage Book PU Planned Unit Development (PUD) PB Plat Book RP Road Plat Book SB Survey Book UN Unrecorded Plat
<p>4. Tab to the Book field and type 29</p>	<p>The Plat Book Number for La Mancha 2 is 29.</p>
<p>5. Tab to the Page field and type 196</p>	<p>The Plat Book Page Number for La Mancha 2 is 196.</p>
<p>6. Tab to the L1 Lot/Unit field and type 9</p>	<p><i>Note:</i> L1 (Lot/Unit) is the smallest part of your legal description. This would include lots, units, tracts, parcels, apartments, weeks, etc.</p>

What You Do	Comments
7. Tab to the L2 Block/Bldg field and type V	<i>Note: L2 (Block/Bldg) is the next largest part, if any, of your legal description. This would include blocks or buildings.</i>
8. Leave the L3 Sec/Twn/Rng field blank	<i>Note: L3 (Sec/Twn/Rng) is the largest part, if any, of your legal description. This is used for a limited number of subdivisions and is usually a section-township-range, tier, or unit number.</i>

Authorized Levels			
Code	Level Designation	Code	Level Designation
A	Apartment Condominium Apartment	T	Tract
B	Block	U	Condominium Unit Dwelling Unit* Unit (condominium) Unit (subdivision – multiple plats having the same plat book & page number)
D	Boat (dock, slip, yacht slip, etc.)	V	Villa
F	Floor	W	Week (unit week)
G	Garage (carport, parking space, covered parking space, etc.) Parking space (garage, carport, covered parking, etc.)	X	Miscellaneous*
I	Island	Y	Tier
L	Beach Lot* Business Lot* Lot	Z	Out Lot
M	Month (unit month)	*Further clarification will be displayed in the submaster note in Plat Information From Plat Name transaction.	
N	Building		
P	Parcel		
Q	Quarter Section		
R	Range		
S	Section (usually a section-township-range, but may be a subdivision section where multiple sections have the same plat book & page number)*		

What You Do

Comments

ATIDS Subdivision / Condo Search
For PALM BEACH County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options FUND BRANCH CERTIFIED THROUGH 04/22/2011 AT 11:00 PM

[Search Menu](#) [Submit](#)

File Name/No. LEBLANC20CY

(mmddyyyy) (mmddyyyy)

Search From Date 06152000 Through Date Document Filter

Source of Plat PB-Plat Book Book 29 Page 196

L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng
9	V	

9. Click the **Submit** button. The property search is performed, and the search results window is displayed below.

ATIDS Subdivision / Condo Search
For PALM BEACH County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options 16 INSTRUMENTS FOUND FOR SEARCH ARGUMENTS

[Search Menu](#) [Deliver Search Results](#)

Sub/Condo Name
LA MANCHA 2 (CONTAINS LTS IN BLKS A-Z AA BB CC & TRACTS A-D & WATERWAY TRACT - POST AS 'WATERW' IN LEVEL 1)

Date of Plat 09/05/1972
Authorized Levels LB /T /X

PLAT CERTIFIED - ALL POSTINGS CONFORM TO AUTHORIZED LEGALS.
FUND BRANCH CERTIFIED THROUGH 04/22/2011 AT 11:00 PM

***** RETRO DATA CERTIFIED *****

File Name/No. LEBLANC20CY

(mmddyyyy) (mmddyyyy)

Search From Date 06152000 Through Date 04222011 Document Filter

Source of Plat PB-Plat Book Book 29 Page 196

L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng
9	V	

What You Do	Comments
10. Click the Deliver Search Results button.	The search results are printed and the Search Menu is then re-displayed

Note: The **RETRO DATA CERTIFIED** message is displayed for counties that have added retro-converted or complete records for the plat being searched. The records cover a period of time immediately before the certified from date. A search may be made from the certified date of the retro data. Palm Beach county has been retro certified from January 1, 1968.

Note: Use the **Plat Information from Plat Reference (TISM)** transaction to obtain plat information regarding name of plat, date of plat certification, authorized levels, whether or not a Title Status Report is available, etc.

Reading a Certified Web ATIDS Printout

Sample Certified Printout

```
ATID  GH A@      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** 07/28/2011
                        ATTORNEY TITLE INFORMATION DATA SYSTEM
                        FOR COUNTY OF PALM BEACH
                        08:54:06
* * * * *
* * * * * CERTIFIED PRINTOUT * * * * *
DATA FOR: CHRIS BISHOP - DO NOT SEND
CUSTOMER NO.: 899969
FUND BRANCH INFORMATION: CERTIFIED THROUGH 07/09/2011 AT 1100 PM
                        CERTIFIED THROUGH BOOK 24624 PAGE 1431
                        CERTIFIED FROM 12/14/1977

FILE NUMBER: LEBLANC20CY
DESCRIPTION: LEBLANC SALE

OPENED: 07/28/2011

ATID  GH A@      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** 07/28/2011
                        FOR COUNTY OF PALM BEACH
                        08:54
SP- PB BK- 29 PG- 196 FILE/ORDER REF: LEBLANC20CY
SEARCH FROM- 06152000 THRU- 07092011 ID-
--L1-- --L2-- --L3-- --L1-- --L2-- --L3-- --L1-- --L2-- --L3--
-> 9 V
->
->
->
PLAT NAME:
LA MANCHA 2 (CONTAINS LTS IN BLKS A-Z AA BB CC & TRACTS A-D & WAT
ERWAY TRACT - POST AS 'WATERW' IN LEVEL 1)
DATE OF PLAT- 09/05/1972 AUTHORIZED LEVELS- LB /T /X
PLAT CERTIFIED - ALL POSTINGS CONFORM TO AUTHORIZED LEGALS.
FUND BRANCH CERTIFIED THROUGH 07/09/2011 AT 11:00 PM

***** RETRO DATA CERTIFIED *****
16 instruments found for search arguments

ATID  **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** PAGE 0001 OF 0016
DOF: 03192009 PR: OR 23134 547 SR: CN 2009 0092541 DOI: 03092009
TOI: SM DESC: MIN: -
1ST PARTY: J P MORGAN CHASE BK NATL ASSN SUCC WA MUTUAL BK F A

2ND PARTY: JEAN LUC LEBLANC FRANCINE LEBLANC

AMOUNT: NAME: TYPE:
REFERENCE: OR 19736/1301
LEGAL: LT 9 BLK V PB 29/196
```

Printout continued on next page...

Sample Certified Printout

COMMENTS:

1st pg-SEARCHD 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0002 OF 0016
DOF: 08112008 PR: OR 22801 1480 SR: CN 2008 0297659 DOI: 01011900
TOI: AFF DESC: MIN: - -
1ST PARTY: CLERK & COMPTROLLER

2ND PARTY:

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: LA MANCHA 2 PB 29/196

COMMENTS: *LAB

SEARCHD 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0003 OF 0016
DOF: 09182006 PR: OR 20863 85 SR: CN 2006 0535346 DOI: 09112006
TOI: AFF DESC: MIN: - -
1ST PARTY: CLERK CIRCUIT COURT

2ND PARTY:

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: PB 29/196

COMMENTS: *DMK

Printout continued on next page...

Sample Certified Printout

SEARCHD	9/	V/	PB	29 /	196 06/15/2000-07/09/2011
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ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0004 OF 0016
DOF: 12302005 PR: OR 19736 1301 SR: CN 2005 0795202 DOI: 01011900
TOI: M DESC: MIN: - -
1ST PARTY: JEAN LUC LEBLANC FRANCINE LEBLANC

2ND PARTY: WA MUTUAL BK F A 2273 N GREEN VALLEY PKWY STE 14 HENDERSON NV 89014

AMOUNT: 135000.00 NAME: WA MUTUAL BK TYPE: EQTY
REFERENCE:
LEGAL: LT 9 BLK V PB 29/196

COMMENTS:

SEARCHD	9/	V/	PB	29 /	196 06/15/2000-07/09/2011
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ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0005 OF 0016
DOF: 10042005 PR: OR 19345 1424 SR: CN 2005 0624042 DOI: 09212005
TOI: SM DESC: MIN: - -
1ST PARTY: CITIMORTGAGE INC

2ND PARTY: JEAN LUC LEBLANC FRANCINE LEBLANC H/W

AMOUNT: NAME:
REFERENCE: OR 12940/346 TYPE:
LEGAL: LT 9 BLK V PB 29/196

COMMENTS:

SEARCHD	9/	V/	PB	29 /	196 06/15/2000-07/09/2011
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ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0006 OF 0016
DOF: 10212004 PR: OR 17664 583 SR: CN 2004 0598521 DOI: 08242004
TOI: AGR DESC: MIN: - -
1ST PARTY: PALM BCH CTY

Printout continued on next page...

Sample Certified Printout

2ND PARTY: VILLAGE ROYAL PALM BCH

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: POB BEING PT INTERSEC S R/W LINE S BLVD (SR 80/US 98) WITH E LINE SE
C 36-43-41, NLY ALG E LINE SEC 36 25 24 13 12 & 1-43-41 TO NE COR SAID SEC 1-43-
41 BEING ALSO SE COR SEC 12-42-41, NLY ALG E LINE SAID SEC (INC)

COMMENTS: SURVEY ATTACHED*JR@@@*

SEARCHD 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0007 OF 0016
DOF: 11122002 PR: OR 14379 990 SR: CN 2002 0594832 DOI: 10212002
TOI: AM DESC: MIN: - -
1ST PARTY: OH SAV BK F/K/A OH SAV BK F S B

2ND PARTY: CITIMORTGAGE INC

AMOUNT: NAME: TYPE:
REFERENCE: OR 12940/346
LEGAL: NONE

COMMENTS:

SEARCHD 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0008 OF 0016
DOF: 12072001 PR: OR 13165 307 SR: CN 2001 0543530 DOI: 07072001
TOI: AM DESC: MIN: - -
1ST PARTY: ETRADE BK F/K/A TELEBANK

2ND PARTY: FED NATL MTG ASSN

AMOUNT: NAME: TYPE:
REFERENCE: (OR 11841/767)
LEGAL: NONE

Printout continued on next page...

Sample Certified Printout

COMMENTS :

SEARCHED 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0009 OF 0016
DOF: 12072001 PR: OR 13165 306 SR: CN 2001 0543529 DOI: 01011900
TOI: SM DESC: MIN: - -
1ST PARTY: FED NATL MTG ASSN

2ND PARTY: JEAN LUC LEBLANC FRANCINE LEBLANC MARR

AMOUNT: NAME: TYPE:
REFERENCE: OR 11841/767
LEGAL: NONE

COMMENTS :

SEARCHED 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0010 OF 0016
DOF: 09272001 PR: OR 12940 346 SR: CN 2001 0420276 DOI: 09122001
TOI: M DESC: MIN: - -
1ST PARTY: JEAN LUC LEBLANC FRANCINE LEBLANC H/W

2ND PARTY: AMTRUST BK DIVISION OHIO SAVINGS BK 1801 EAST 9TH ST STE 200 CLEV
ELAND OH 44114

AMOUNT: 115000.00 NAME: AMTRUST BK TYPE: CONV
REFERENCE:
LEGAL: LT 9 BLK V PB 29/196

COMMENTS :

Printout continued on next page...

Sample Certified Printout

SEARCHED 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0011 OF 0016
DOF: 09242001 PR: OR 12927 480 SR: CN 2001 0413059 DOI: 09132001
TOI: AFF DESC: MIN: - -
1ST PARTY: CLERK CIRCUIT COURT

2ND PARTY:

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: LA MANCHA 2 PB 29/196

COMMENTS:

SEARCHED 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0012 OF 0016
DOF: 06192001 PR: OR 12658 881 SR: CN 2001 0260461 DOI: 05292001
TOI: AFF DESC: MIN: - -
1ST PARTY: CLERK CIRCUIT COURT

2ND PARTY:

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: PB 29/196

COMMENTS: *SMH

SEARCHED 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0013 OF 0016
DOF: 08312000 PR: OR 11988 252 SR: CN 2000 0332857 DOI: 06222000
TOI: AM DESC: MIN: - -
1ST PARTY: H S B C MTG CORP

Printout continued on next page...

Sample Certified Printout

2ND PARTY: TELEBANK

AMOUNT: NAME: TYPE:
REFERENCE: OR 11841/767
LEGAL: NONE

COMMENTS:

SEARCHD 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0014 OF 0016
DOF: 07272000 PR: OR 11918 1573 SR: CN 2000 0282386 DOI: 07102000
TOI: SM DESC: MIN: -
1ST PARTY: CITIMORTGAGE INC F/K/A CITICORP MTG INC

2ND PARTY: VIPUL H VYAS NIUMA V VYAS

AMOUNT: NAME: TYPE:
REFERENCE: OR 10917/1521
LEGAL: LT 9 BLK V PB 29/196

COMMENTS:

SEARCHD 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0015 OF 0016
DOF: 06152000 PR: OR 11841 767 SR: CN 2000 0225949 DOI: 06142000
TOI: M DESC: MIN: -
1ST PARTY: JEAN LUC LEBLANC FRANCINE LEBLANC MARR

2ND PARTY: H S B C MTG CORP U S A 2929 WALDEN AVE DEPEW NY 14043

AMOUNT: 130500.00 NAME: ALBRITE, JANE TYPE: CONV
REFERENCE:
LEGAL: LT 9 BLK V PB 29/196

Printout continued on next page...

Sample Certified Printout

COMMENTS:

SEARCHED 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0016 OF 0016
DOF: 06152000 PR: OR 11841 765 SR: CN 2000 0225948 DOI: 06092000
TOI: WD DESC: MIN: - -
1ST PARTY: VIPUL H VYAS NILIMA V VYAS H/W

2ND PARTY: JEAN LUC LEBLANC FRANCINE LEBLANC H/W 600 N 20TH AVE HOLLYWOOD FL
33020

AMOUNT: 1015.00 NAME: ANDERSON, TIMOTHY K ATTY TYPE:
REFERENCE: TN 72-41-43-14-022-0090
LEGAL: LT 9 BLK V PB 29/196

COMMENTS:

Lst pg-SEARCHED 9/ V/ PB 29 / 196 06/15/2000-07/09/2011

ATID ATTORNEY TITLE INFORMATION DISPLAY SYSTEM
*
*
***** SEARCH COMPLETE *****
*
*
*
*
*

How To Read A Web ATIDS Printout

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0016 OF 0016
 DOF: 06152000 PR: OR 11841 765 SR: CN 2000 0225948 DOI: 06092000
 TOI: WD DESC: MIN: -
 1ST PARTY: VIPUL H VYAS NILIMA V VYAS H/W

 2ND PARTY: JEAN LUC LEBLANC FRANCINE LEBLANC H/W 600 N 20TH AVE HOLLYWOOD FL 33020

 AMOUNT: 1015.00 NAME: ANDERSON, TIMOTHY K ATTY TYPE:
 REFERENCE: TN 72-41-43-14-022-0090
 LEGAL: LT 9 BLK V PB 29/196

COMMENTS:

Table 1:

ATIDS Field Code	Meaning
DOF	Date of Filing. Month, day, and year the document was filed in the public records.
PR	Primary Reference. Type of book, book number, and page number where the document is recorded at the courthouse. In several counties, (i.e. Sarasota, Baker, and Gilchrist), this is the Official Records Instrument number.
SR	Secondary Reference. Clerk's file number, for documents recorded in the Official Records.
DOI	Date of Instrument. Month, day, and year the document was executed. If DOI is later than DOF , or was unavailable or illegible when the document was entered into ATIDS, this field displays 01011900.
TOI	Type of Instrument. Type of instrument code that corresponds as closely as possible to the actual type of document. A complete list of Type of Instrument codes appears in the following table.
DESC	Description. Clarifies information in the TOI field, or contains additional information about a document.

Table 1:

ATIDS Field Code	Meaning
MIN	Mortgage Identification Number. A unique number for identifying loans. The MIN comes from either the Assignment of Mortgage Instruments or the Mortgage Instruments.
1st PARTY	Usually the party initiating and signing the document; includes marital status if available. Example: Seller or grantor on a deed, or mortgagor on a mortgage.
2nd PARTY	Recipient of the action created by the document; includes marital status and type of estate, if available. Example: Buyer or grantee on a deed, or mortgagee on a mortgage.
AMOUNT	Dollar amount. Example: Mortgage amount, doc. stamp amount, or lien amount.
NAME	Displays scrivener name, collateral name (on UCO documents), or other names.
TYPE	Mortgage type codes or UCC/UCO financing statement type codes.
REFERENCE	Recording reference(s). If document is part of a case, the case number is referenced. On conveyances, the county property tax identification number is sometimes provided.
LEGAL	Legal description, including subdivision name if applicable. If the legal description is too long for the field, (INC) at the end indicates the description is incomplete. The actual document would need to be reviewed in order to see the complete legal description.
COMMENTS	Special or descriptive information.

Instruments Indexed by Instrument Numbers

For those counties where the recorded documents are indexed only by a ten digit Official Records Instrument Number and the number of pages the document contains, (e.i. 1998020400 9 pgs) will be shown in Web ATIDS as follows:

The first four digits indicate the year the document was recorded and the following six digits identify the individual instrument.

Property Document (Property Index) **CN** replaces **OR** for the **Primary Reference**. The **Year** replaces the **Book Number**. The six-digit **Instrument Number** replaces the **Page Number**. For the **Secondary Reference**, the six-digit **Instrument Number** replaces the **Clerk Number**.

Name Document (General Index) The **Official Instrument Number** is only entered in the **Secondary Reference** field. There is no entry in the **Primary Reference** field.

Note: If you have any questions, please call the Help Desk at 1-800-421-9378

Guidelines for Eliminating Instruments

Property Search Guideline

Instrument Type	Comments
Mortgages & Similar Encumbrances	For issuing an ORNTIC/ATFS policy, it is not necessary to order or review copies of mortgages, mortgage-related documents, property liens, and other instruments that are satisfied of record or unenforceable by statute.

How to Apply This Property Search Guideline

Step	Comments
1. Review the property search printout.	Note all references to these documents: <ul style="list-style-type: none"> • Mortgages, satisfaction/releases of mortgages, and mortgage-related documents. • Property lien documents such as construction liens, special assessment liens, and satisfaction of liens.

Step	Comments
2. Compare printout entries for matches.	<ul style="list-style-type: none"> • Compare the OR book and page in the Reference field of the satisfaction/release of mortgage or the lien information to the OR book and page in the Primary Reference field of the mortgage or lien. • If the OR book and page information does not match, compare the names and legal descriptions.
3. Do not order or examine the matches further.	These liens/encumbrances appear satisfied of record and relate to the satisfied liens/encumbrances.
4. Determine if applicable statute of limitations bar any instruments from enforcement.	Use the applicable statute of limitations to eliminate additional documents. See Title Note 22.05.05 (mortgages), 9.04.01 (contracts), and 21.02.02 (construction liens) for more information. Refer any questions to an attorney or the legal staff.
5. Do not order or examine instruments whose enforcement is barred by statute of limitations.	
6. Order & Examine all other documents that affect the property.	<i>Note:</i> You may refer to Knox's Basic Judgement Lien Paradigm.

Replats in Web ATIDS

Definition

A replat is a parcel of land on which the original arrangement, dimensions, or lot designations are changed.

Example: A document recites Lot 12, PB 12, Page 6. A new survey of record has been filed, describing the area covered by this description as Lots 26 & 27, PB 24, Page 40. The new description is the replat.

Affect on postings

Documents are posted in ATIDS according to the legal description. A replatted area affects the postings of the subsequent documents.

Example: The document in the example above is posted to the replat description, Lots 26 & 27, PB 24, Page 40, because this now describes the property.

Any number of replats may be filed on the same area. Every time an area is replatted, any subsequent documents referring to the affected area are posted to the new description.

Partial replat

A replat may cover the entire former plat, a parcel, or only a few lots. If part of the description on the document is not affected by the replat, the document is posted to the replat and to the description on the document.

Example 1: A document recites Lot 14, PB 6, Page 7. The north half of Lot 14 is replatted into Lots 1 thru 4, PB 68, Page 2. The document is posted to the replat and to Lot 14, PB 6, Page 7, because the south half of Lot 14 is not affected by the replat.

Example 2: A document recites Lots 1 thru 6, PB 16, Page 68. Lots 4 thru 6 are replatted into Lots 48 thru 50, PB 101, Page 12. The document is posted to the replat and to Lots 1 thru 3, PB 16, Page 68, because postings are determined on a lot by lot basis, and not by the entire legal description.

Replat warning message

SEARCH ARGUMENTS REPLATTED - PLEASE CHECK -

The replat warning message is displayed after an ATIDS search if documents are posted to legal descriptions other than the description you are searching.

The message includes the recording reference of up to 4 replats and the names of the transactions to use to display all of the replats. The message may tell you that additional legal descriptions need to be searched for documents filed either before or after a specific date.

Note: A thorough title search includes searches of all legal descriptions that affect a parcel during the time span searched. You may not find documents posted to a replat except by searching the replatted legal description.

Additional searches

You may need to research the replat to determine the correct legal descriptions to search. It may be necessary to search multiple legal descriptions on different plats.

Additional searches may not be necessary if the legal description is not entirely replatted and the subject of your search falls within the unreplatted portion.

How the Fund branch can help

The Mapping Department or the Production Department at the Fund branch that serves the county in which the property lies can provide the new legal descriptions that you need to search.

Name Searches

Performing A Multiple Name Search

The **Multiple Name Search** transaction is used to perform searches on personal names and/or commercial names. Name-related documents do not contain legal descriptions. A name search will find recorded documents such as judgments, divorces, probates, and federal tax liens. This will generate a printout of document information found for the name searched.

What You Do	Comments

- From the **Search Menu**, click the **Multiple Name Search** button. The **Multiple Name Search** screen is displayed. The type of name search defaults to **Personal**. *Note:* Review the property printout to determine which parties have an interest in the title. Search those names, including the current holder of the mortgage (mortgagee). When a payoff of a mortgage is involved in the sale, the mortgagee is searched to check for possible name change, merger documents, etc. *Note:* Pop up Blocker for www.thefund.com must be disabled for this feature to work.

What You Do		Comments	

- In the **Last Name** field, type **LEBLANC**
 - In the **First Name** field, type **JEANLUC**
 - Click on the **Insert** button.
 - In the **Last Name** field, type **LEBLANC**
 - In the **First Name** field, type **JEAN**
 - In the **Middle Name** field, type **LUC**
 - Click on the **Insert** button.
- The seller's name must be searched to examine and determine the status of title.
- Note:* To ensure a complete search, all variations of the seller's name should be searched in this transaction. For example, Leblanc Jean, Leblanc Luc, and Leblanc Jean Luc using **Flip Names** option.
- A list will be created in the bottom section of the screen.

What You Do	Comments
9. Click the Edit hyper-link for Jean Luc Leblanc .	This will display the Multiple Name Search Edit window with additional search options, such as percent of likeness, nicknames, similar sounding names and flip names.

- | | |
|--|---|
| <p>10. Click Y for flip names.</p> <p>11. Click the Save Edit button.</p> <p>12. In the Last Name field, type LEBLANC</p> <p>13. In the First Name field, type FRANCINE</p> <p>14. Click the Insert button</p> | <p>The Flip Name option will flip only middle and first name and perform those additional searches.</p> <p>The Multiple Name Edit window will close and the Multiple Name Search window will re-display indicating that the search options have been changed.</p> <p><i>Note:</i> If a woman's name has a middle initial, it is recommended to omit the middle initial in the search.</p> <p>The name will be added to the list created in the bottom section of the screen.</p> |
|--|---|

What You Do	Comments
15. Click the Commercial option button.	
16. In the Commercial Name field, type REALISTAT REALTY .	When searching Commercial Names use spaces between words. Do not use commas.
17. Click the Insert button.	The name will be added to the list created in the bottom section of the screen.

ATIDS Multiple Name Search

Support | ATIDS Manual

Customer No. training
File Name/No. LEBLANC20CY

County **PALM_BEACH** [Update County / File](#)

Search From (mmddyyyy) 07/14/1990
Search Through (mmddyyyy) 07/14/2011 11:00 PM
To Search more than 21 years, change the search from date

Options
Search Menu

Delivery Options
Print ☒
Document Order Queue ☒
ProPel Queue ☐

Name Last First Middle
☒ Personal
☐ Commercial

Insert

R	Search	County	P/C	Name	From	To	Action
<input checked="" type="checkbox"/>		PALM_BEACH	Personal	Leblanc, Jeanluc,,	07/14/1990	07/14/2011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Personal	Leblanc, Jean, Luc,	07/14/1990	07/14/2011	Edit Delete
				CHANGED			
<input checked="" type="checkbox"/>		PALM_BEACH	Personal	Leblanc, Francine,,	07/14/1990	07/14/2011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Commercial	Realistat Realty	07/14/1990	07/14/2011	Edit Delete

Search

Please do not refresh screen while names are being processed.

18. Click **REALISTAT REALTY** hyper-link. This will access the **Commercial Name Variations** search window, and display a list of the **Commercial Name Variations**.

What You Do	Comments
<p><i>Note:</i> 1) The Commercial Name Variations transaction is used to find possible name variations for trusts and commercial names. Any additional commercial name variations that may be found using this transaction should be searched. The Commercial Name Variations transaction will find name variations of documents posted in the ATIDS system. 2) The name highlighted in yellow suggests the closest match to the searched name. Review the list to determine which name variation should be searched. 3) Commercial Name Variations are county specific! It is necessary to execute the search transaction in the county where the property is located in order to obtain accurate results. 4) The system will default to the Authorized Abbreviation of the name.</p>	
19. Select variations of names to search by clicking the check box to the left of the name.	Make sure to select all variations that apply.
20. Right click your mouse and select print.	<i>Note:</i> You must keep a copy of this search for your records.
21. At the bottom of the Commercial Name Variation screen select the Add Names button.	This will add the selected names to the search list. the Multiple Search window is re-displayed.

Commercial Name Searched: Realistat Realty

<input type="checkbox"/> REAL PROP HOLDING BLDR PORTFOLIO LLC	<input type="checkbox"/> REALCOM VENTURE	<input type="checkbox"/> REALSITE INC NO 2
<input type="checkbox"/> REAL PROP INV	<input type="checkbox"/> REALCORP ISLAND TWNHM	<input type="checkbox"/> REALSITE INC NO 3
<input type="checkbox"/> REAL PROP REALTORS	<input type="checkbox"/> REALE ADVENTURES	<input type="checkbox"/> REALSITE LAND CORP
<input type="checkbox"/> REAL PROP REALTY	<input type="checkbox"/> REALEIGH BICYCLES JUPITER	<input type="checkbox"/> REALSTONE
<input type="checkbox"/> REAL PROP REV TR	<input type="checkbox"/> REALFOOT MANOR	<input type="checkbox"/> REALTEC GROUP
<input type="checkbox"/> REAL PROP REV TR MORTON I ROSEN	<input checked="" type="checkbox"/> REALISTAT	<input type="checkbox"/> REALTEK RE CO
<input type="checkbox"/> REAL PROP REV TR RUTH LAROCCA	<input checked="" type="checkbox"/> REALISTAT INC	<input type="checkbox"/> REALTEK RE CO INC
<input type="checkbox"/> REAL PROP TAX SOLUTIONS	<input checked="" type="checkbox"/> REALISTAT M C	<input type="checkbox"/> REALTEK REAL EST INC
<input type="checkbox"/> REAL PROP 107 05 ROCKAWAY BLVD OZONE PK NY	<input checked="" type="checkbox"/> REALISTAT MC	<input type="checkbox"/> REALTEK REAL EST INC PROFIT SHARING
<input type="checkbox"/> REAL PTNR	<input checked="" type="checkbox"/> REALISTAT PEALTY	<input type="checkbox"/> REALTEK REAL EST JUNO BCH IN
<input type="checkbox"/> REAL PTNR LTD PTNR	<input type="checkbox"/> REALISTAT REALTY	<input type="checkbox"/> REALTEX A G
<input type="checkbox"/> REAL PTNR REAL EST BROKERAGE	<input checked="" type="checkbox"/> REALISTAT REALTY INC	<input type="checkbox"/> REALTEX REFERRALS
<input type="checkbox"/> REAL QUESTE	<input type="checkbox"/> REALITE CONCRETE PLANK CO INC	<input type="checkbox"/> REALTEX REFERRALS CO

ATIDS **Multiple Name Search**

Support | ATIDS Manual

Options
 Search Menu

Customer No. training
 File Name/No. LEBLANC20CY
 County **PALM_BEACH** [Update County / File](#)

Search From (mmddyyyy) 07141990
 Search Through (mmddyyyy) 07142011 11:00 PM
 To Search more than 21 years, change the search from date

Delivery Options
 Print ☒
 Document Order Queue ☒
 ProPel Queue ☐

Name Last First Middle
☐ Personal
☐ Commercial

[Insert](#)

R	Search	County	P/C	Name	From	To	Action
<input checked="" type="checkbox"/>		PALM_BEACH	Personal	Leblanc,Jeanluc,,	07271990	07272011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Personal	Leblanc,Jean,Luc,	07271990	07272011	Edit Delete
				CHANGED			
<input checked="" type="checkbox"/>		PALM_BEACH	Personal	Leblanc,Francine,,	07271990	07272011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Commercial	Realistat Realty	07271990	07272011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Commercial	REALISTAT REALTY INC	07271990	07272011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Commercial	REALISTAT PEALTY	07271990	07272011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Commercial	REALISTAT M C	07271990	07272011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Commercial	REALISTAT INC	07271990	07272011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Commercial	REALISTAT MC	07271990	07272011	Edit Delete
<input checked="" type="checkbox"/>		PALM_BEACH	Commercial	REALISTAT	07271990	07272011	Edit Delete

[Search](#)

What You Do

Comments

22. Click the **Search** button to execute all name searches.

Your results will be sent to the printer. If **Document Order** was selected, this action will also send search results to the **Document Order** queue.
23. Review the Certified Name Search Printouts. Determine which documents must be ordered and examined.

Sample of Certified Name Search Printout for Jeanluc Leblanc

```
ATID KHO@ ATTORNEYS' TITLE FUND SERVICES, LLC. 06/03/2011
NAME SEARCH INQUIRY FOR COUNTY OF: PALM BEACH 10:32:19
***** CERTIFIED PRINTOUT *****
DATA FOR: CHRIS BISHOP - DO NOT SEND
ACCOUNT: 10542
FUND BRANCH INFORMATION: CERTIFIED THROUGH 05/17/2011 AT 11:00 PM
RECORDING REFERENCE OR 24530 1219
CERTIFIED FROM 12/14/1977

FILE NUMBER: CHRIS0603
DESCRIPTION: LEBLANC/REALISTAT REALTY

OPENED: 06/03/2011
SEARCH FROM DATE: 05/17/1990
SEARCH THRU DATE: 05/17/2011

TYPE NAME - LAST, FIRST, MIDDLE,
P LEBLANC, JEANLUC,

COUNTY : 06 PALM BEACH
LAST NAME LIMIT: 090
FIRST NAME LIMIT: 065
NICKNAME : Y
SIMILAR SOUNDING: Y
FLIP NAMES : N

NAME
PRIMARY REF X SECONDARY REF DOF TOI DESCRIPTN/
CASE NUMBER REF NUMBER COMMENTS
-----
P LEBLANC, JEANLUC,

LEBLANC, J, B,
OR 11729 1926 CN2000 0143614 04/19/2000 SL
OR11627 1569
OR 11627 1569 CN2000 0067746 02/28/2000 LN 7966.31

***** SEARCH COMPLETE *****
```


Sample of Commercial Name Certified Printout for Realistat Realty

```

ATID  KHO@          ATTORNEYS' TITLE FUND SERVICES, LLC.          06/03/2011
                        NAME SEARCH INQUIRY FOR COUNTY OF: PALM BEACH      10:32:19
*****
DATA FOR: CHRIS BISHOP - DO NOT SEND
ACCOUNT: 10542
FUND BRANCH INFORMATION: CERTIFIED THROUGH 05/17/2011 AT 11:00 PM
                        RECORDING REFERENCE OR 24530 1219
                        CERTIFIED FROM 12/14/1977

FILE NUMBER: CHRIS0603
DESCRIPTION: LEBLANC/REALISTAT REALTY

OPENED: 06/03/2011
SEARCH FROM DATE: 05/17/1990
SEARCH THRU DATE: 05/17/2011

YOUR SEARCH MAY BE INCOMPLETE.  USE GI COMMERCIAL NAME VARIATIONS (ATCN).

TYPE      NAME - LAST, FIRST, MIDDLE,
C          REALISTAT REALTY

COUNTY      :      06      PALM BEACH
LAST NAME LIMIT: 090
FIRST NAME LIMIT: 065
NICKNAME      :      Y
SIMILAR SOUNDING: Y
FLIP NAMES     :      N

NAME
PRIMARY REF      X SECONDARY REF      DOF      TOI DESCRPTN/
CASE NUMBER      REF NUMBER      COMMENTS
-----
C          REALISTAT REALTY

REALISTAT
OR 12275      333      CN2001 0031401      01/26/2001      RPT
OR 6825      1468

REALISTAT REALTY
OR 7623      439      X CN1993 0075914      03/15/1993      RPT
OR 5349      733
OR 7623      439      X CN1993 0075913      03/15/1993      RPT
OR 5459      240
OR 7338      854      CN1992 0232500      07/29/1992      TW 150.00
OR 7252      1246      X CN1992 0156537      05/21/1992      RPT
OR 5494      1361
OR 7061      1266      X CN1991 0360750      12/20/1991      RPT
OR 5438      1125
OR 6487      497      X CN1990 0173335      06/15/1990      SL
OR 6396      489

***** SEARCH COMPLETE *****

```


What You Do	Comments
24. “X Marks The Spot” An extract from the printout above is duplicated below for further comment.	This is an example of the “X Marks The Spot” search enhancement.
<pre> REALISTAT REALTY OR 7623 439 X CN1993 0075814 03/15/1993 RFT OR 7623 438 X CN1993 0075813 03/15/1993 RFT OR 7338 854 CN1992 0232500 07/29/1992 TW 150.00 OR 7252 1246 X CN1992 0156537 05/21/1992 RFT OR 7061 1266 X CN1991 0360750 12/20/1991 RFT OR 6487 497 X CN1990 0173335 06/15/1990 SL OR 6396 488 </pre>	

Note: The Fund has adopted a search enhancement called **“X Marks The Spot.”** The Fund marks certain documents in Web ATIDS with an **X** to indicate that a document is satisfied of record or is no longer enforceable by statute. You do not need to order or examine documents marked with an **X** as part of the title examination.

Search Tips for Personal Names

- Personal names can only contain alphabetical letters and hyphens.
- Valid alphabetical letters are A-Z
- Search hyphenated names with the hyphen.Example: Search Sally Jesse-Raphael as:

Last Name: JESSE-RAPHAEL First Name: SALLY

- Omit a woman's middle name or initial. Example: Search Sherry S. Hansen as:

Last Name: HANSEN First Name: SHERRY

- If a married woman has a different last name than her husband, search her name in two ways. First, search the name with the given first and last name. Then search the name using the given first name and the husband's last name. Example: Mary T. Fox, married to John D. Smith, should be searched as:

Last Name: FOX First Name: MARY	Last Name: SMITH First Name: MARY
--	--

- When a last name includes a **Suffix**, do *not* include it in the search. Examples: Jr, Sr, II, III should *not* be included in the data entry into the name search fields
- When a name contains an initial as a first name along with a full middle name, also search the middle name as the first name. Example: Search G. Robert Arnold as:

Last Name: ARNOLD First Name: ROBERT Middle Name: G	Last Name: ARNOLD First Name: G Middle Name: ROBERT
--	--

- Some foreign names may have the surname in the middle name position. To ensure a complete search, also search the middle name as the last name. Example: Search Mobasher Mohammed Ali as:

Last Name: ALI First Name: MOBASHER	Last Name: ALI First Name: MOHAMMED
Last Name: MOHAMMED First Name: MOBASHER	Last Name: MOHAMMED First Name: ALI Middle Name: MOBASHER

- The **Flip Names** feature is helpful in searching foreign names, and also in searching names that begin with initials
- The **Search From Date** defaults to 21 years prior to the certification date
- Documents with **X's** after the **Primary Reference** fields (OR BK and PG) do not need to be ordered or reviewed
- Search an Also Known As (A/K/A) name, as well as the true name

Search Tips For Commercial Names

- Remember to select the radial button to change the **Name Search** type from **Personal** to **Commercial**.
- Commercial names may include numerals, ampersands (&), hyphens and periods used in domain names (.com, .org).
- Do *not* include commas or other punctuation marks in the name.
- Use a space between words
- Search names that contain letters as words with and without spaces between the letters. Example: TCBY YOGURT:

Name: TCBY YOGURT	Name: T C B Y YOGURT
--------------------------	-----------------------------

- Names containing a hyphen should be searched with the hyphen Example: A-1 REALTY, INC.

Name: A-1 REALTY INC

- Search trusts and professional names as *both* commercial and personal names.
Example 1: David S. Jones Trust:
Search the **Commercial Name**

Name: DAVID S. JONES TRUST

And Search the **Personal Name**

Last Name: JONES First Name: DAVID Middle Name: S
--

Example 2: Sanjay Gupta, M.D. Search the **Commercial Name**

Name: SANJAY GUPTA MD

And Search the **Personal Name**

Last Name: GUPTA First Name: SANJAY
--

- The **Search From Date** defaults to 21 years prior to the certification date
- Documents with **X**'s after the **Primary Reference** fields (OR BK and PG) do not need to be ordered or reviewed
- Use the **Commercial Name Variations** transaction to find variations of trust and commercial names. Then, go back to the **Name Search** transaction to search the name variations found
- You **MUST** keep a copy of the **Commercial Name Variations** Search for your records

WHO Do You Perform Name Searches On?

- The names of the parties currently in title.
- The proposed purchaser/mortgagor.
- Parties having an interest in the real property.

WHY Do You Perform Searches On Names?

- To identify any existing liens that may attach to the real property being conveyed.
- To identify any existing liens that may attach to the real property of the proposed purchaser/mortgagor.
- To identify any existing liens that may attach to the real property of any parties having interest in it.

For example: You should perform name searches on the mortgagee(s) for federal tax liens, notice of RICO liens, bankruptcy proceedings, and other miscellaneous instruments that may change the personal or corporate status of the mortgagee(s).

Guidelines for Eliminating Instruments

Name Search Guideline

Instrument Type	Comments
Judgments, tax liens and similar instruments creating general liens against persons, trust, and entities.	For issuing an ORNTIC/ATFS policy, it is not necessary to order or review copies of judgments, tax liens, and other instruments creating general liens that are satisfied of record or unenforceable by statute.

How to Apply This Name Search Guideline

Step	Comments
1. Review the Name search printout starting with the effective date of the search.	Note all references to judgments, satisfactions/releases of judgments, liens, satisfactions of liens, etc.

Step	Comments
2. Eliminate all judgments and similar documents with an X beside the OR Book and Page number of the Primary Reference field.	Apply the X Marks The Spot Fund search enhancement.
3. Compare printout entries for matches.	Compare the OR Book and Page numbers, clerk's number, case number, or chancery order number in the Comments field of the satisfaction of judgment or the lien to the Primary Reference or Secondary Reference fields of the underlying judgment or lien.
4. Eliminate all documents that appear satisfied of record and all related documents. For example, another judgment with the same case number in the Comments field or an assignment of judgment.	Do not order or examine the matches further. These liens/judgments appear satisfied of record and relate to the satisfied liens/judgments.
5. Determine if applicable statute of limitations bar any instruments from enforcement.	Use the applicable statute of limitations to eliminate additional documents. See Title Note 18.03.03 for more information. Refer any questions to an attorney or the legal staff.
6. Do not order or examine instruments whose enforcement is barred by statute of limitations.	<i>Note:</i> You may refer to Knox's Basic Judgement Lien Paradigm.
7. Order & Examine all other judgments and liens and other name search documents that potentially affect the property or apply to the transaction.	

Order Documents Menu

Use the **Order Documents** transaction to order hard copies of documents that were found as a result of the property and name searches. The **Order Documents** transaction also has the flexibility of allowing an order of documents related to the closing transaction file which were not found in the original search. The **Order Documents** transaction has a variety of methods of delivery, such as: branch delivery, fax, mail, ProPel, etc.

What You Do	Comments
1. Begin at the Main Menu .	

ATIDS Main Menu
For the County of PALM BEACH

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

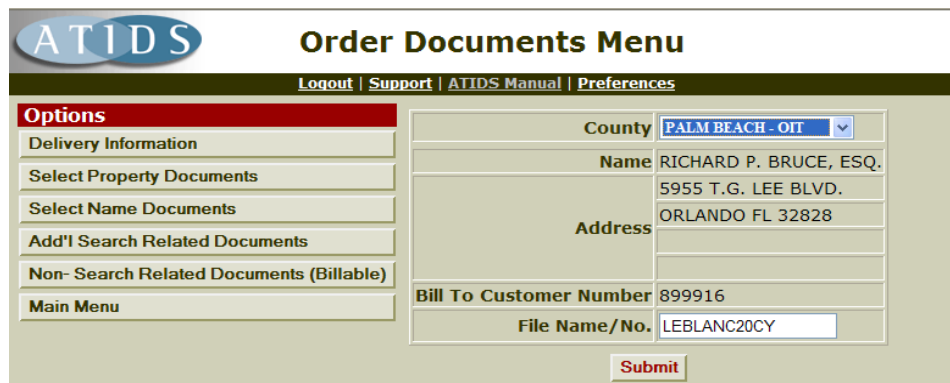
FILE SEARCH AND ORDER	COUNTY INFORMATION	MISCELLANEOUS
Search Menu (ATID Opts 1-9)	Change County (ATCY)	Document Posting Information (LKUP)
Order Documents Menu (HCPY)	County Certification Information (PICD)	IRS 1099-S Reporting (ATRS)
General Index Commercial Name Variations (ATCN)		Report Document Error (ATPA)
Order Branch Products (ATOE)		Tax Search - Non File Related (PNID)
BILLING ACTIVITY	SUBDIVISION/CONDO DETAILS	REPLAT/UNDERLYING INFORMATION
Billing Activity Menu	Plat Information From Plat Name (ATSM)	Replat Information (EF01)
Advanced Billing Activity Menu (BILL)	View Sub/Condo Legals (ALMT)	Acreage to Plat Information (EF02)
	Plat Information From Plat Reference (TISM)	Underlying Property Information (PI11)
	Subdivision/Condo Postings (PI10)	

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2. Click the **Order Documents Menu** button. The **Order Documents Menu** screen is displayed.

What You Do

Comments



ATIDS **Order Documents Menu**

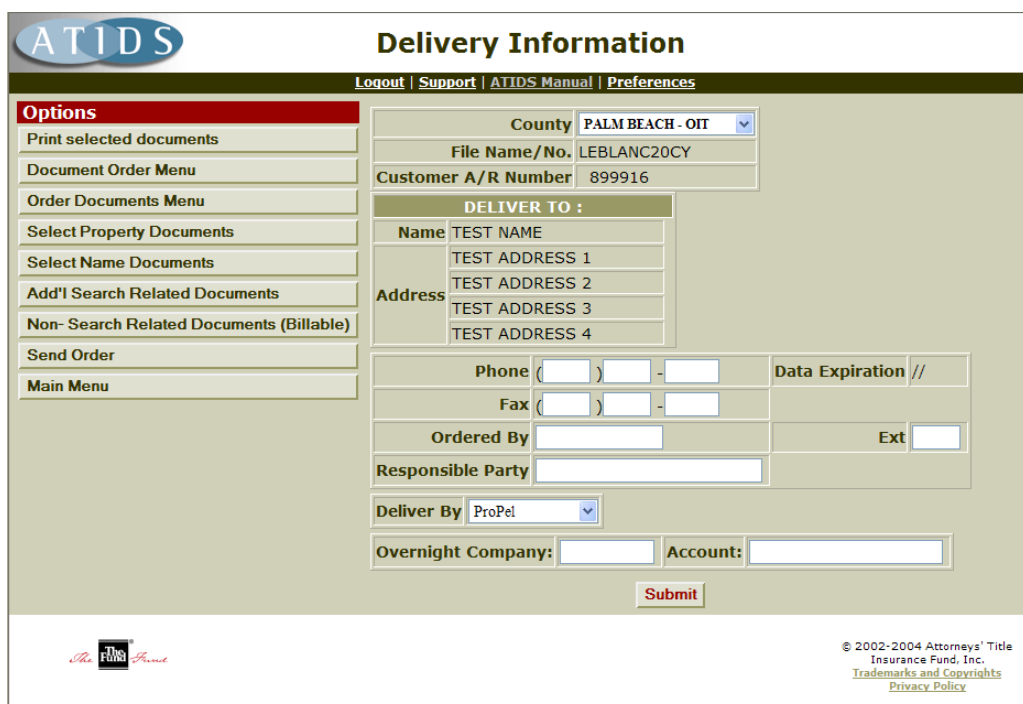
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options	County: PALM BEACH - OIT
Delivery Information	Name: RICHARD P. BRUCE, ESQ.
Select Property Documents	Address: 5955 T.G. LEE BLVD.
Select Name Documents	Address: ORLANDO FL 32828
Add'l Search Related Documents	Bill To Customer Number: 899916
Non- Search Related Documents (Billable)	File Name/No.: LEBLANC20CY
Main Menu	<input type="button" value="Submit"/>



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- Confirm that the **County** and **File Name/No.** fields are correct. If not, enter the appropriate information.
County = Palm Beach
File Name/No. = LEBLANC20CY
- Click the **Delivery Information** button. The **Delivery Information** screen is displayed.



ATIDS **Delivery Information**

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options	County: PALM BEACH - OIT
Print selected documents	File Name/No.: LEBLANC20CY
Document Order Menu	Customer A/R Number: 899916
Order Documents Menu	DELIVER TO :
Select Property Documents	Name: TEST NAME
Select Name Documents	Address: TEST ADDRESS 1
Add'l Search Related Documents	Address: TEST ADDRESS 2
Non- Search Related Documents (Billable)	Address: TEST ADDRESS 3
Send Order	Address: TEST ADDRESS 4
Main Menu	Phone: () -
	Fax: () -
	Ordered By:
	Responsible Party:
	Deliver By: ProPel
	Overnight Company: Account:
	<input type="button" value="Submit"/>



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What You Do	Comments
5. Place the cursor in the first Phone field and type 407 then press TAB and type 555 then press TAB and type 5000 .	The Phone field is a required field and must be completed. Note: Use the TAB key to navigate through the Phone field.
6. Place the cursor in the first Fax field and type 407 then press TAB and type 555 then press TAB and type 5001 .	<i>Note:</i> The Fax field is a required field if the Delivery By field is set to Fax.
7. Tab to the Ordered By field and type [Your Name]	
8. Tab to the Responsible Party field and type Richard Bruce .	
9. Tab to the Deliver By field and select the delivery method desired.	<i>Note:</i> When ProPel® is enabled, it will default to the ProPel delivery method.
	<i>Note:</i> Clicking on the Preference hyper-link and entering your user preferences will store this information and by default populate into future requests. (see Establishing Preferences handout)

What You Do	Comments

10. Click the **Select Property Documents** button. The **Document Selection - Property** screen is displayed. *Note:* The screen has 2 pages. Click the appropriate buttons to navigate through the pages, as necessary.

Select	D/U	Image	Primary Reference	Secondary Reference	Date of File	Type of Instrument	Selected	Order Sent
<input type="checkbox"/>			OR 23134 547	CN 2009 0092541	03/19/2009	SM		
<input type="checkbox"/>			OR 22801 1480	CN 2008 0297659	08/11/2008	AFF		
<input type="checkbox"/>			OR 20863 85	CN 2006 0535346	09/18/2006	AFF		
<input type="checkbox"/>			OR 19736 1301	CN 2005 0795202	12/30/2005	M		
<input type="checkbox"/>			OR 19345 1424	CN 2005 0624042	10/04/2005	SM		
<input type="checkbox"/>			OR 17664 583	CN 2004 0598521	10/21/2004	AGR		
<input type="checkbox"/>			OR 14379 990	CN 2002 0594832	11/12/2002	AM		
<input type="checkbox"/>			OR 13165 307	CN 2001 0543530	12/07/2001	AM		
<input type="checkbox"/>			OR 13165 306	CN 2001 0543529	12/07/2001	SM		
<input type="checkbox"/>			OR 12940 346	CN 2001 0420276	09/27/2001	M		
<input type="checkbox"/>			OR 12927 480	CN 2001 0413059	09/24/2001	AFF		

What You Do	Comments
<p>11. Select the documents that need to be ordered by clicking on the box under the Select column. For the purposes of this example, select:</p> <ul style="list-style-type: none"> • OR 23134/547 • OR 22801/1480 • OR 20863/85 • OR 19736/1301 • OR 17664/583 • OR 12927/480 • OR 12658/881 • OR 11841/765 	<p>Tab to Page 2 of the Document Selection-Property Screen as necessary to select documents. <i>Note:</i> The documents are shown in the same order as the property printout. Refer to the property printout when selecting the necessary documents.</p>

ATIDS **Document Selection - Property**

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

- Print selected documents
- Order Documents Menu
- Delivery Information
- Select Name Documents
- Add'l Search Related Documents
- Send Order
- Main Menu

END OF DOCUMENT INFORMATION - PROPERTY

Go to Page Page 2 of 2

County **PALM BEACH - OIT** [Update County](#)

File/Order Reference **LEBLANC20CY**

Legal Description **PB 29 196**

Select	D/U	Image	Primary Reference	Secondary Reference	Date of File	Type of Instrument	Selected	Order Sent
<input checked="" type="checkbox"/>			OR 12658 881	CN 2001 0260461	06/19/2001	AFF		
<input type="checkbox"/>			OR 11988 252	CN 2000 0332857	08/31/2000	AM		
<input type="checkbox"/>			OR 11918 1573	CN 2000 0282386	07/27/2000	SM		
<input type="checkbox"/>			OR 11841 767	CN 2000 0225949	06/15/2000	M		
<input checked="" type="checkbox"/>			OR 11841 765	CN 2000 0225948	06/15/2000	WD		

[Previous](#)
[Go to First Page](#) [Go to Last Page](#)
[Send Order](#)



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Note: To order specific pages within a property document, click on the book icon next to the document under the Select column. Then make one selection accordingly. The **Select Specific Pages** screen from which the choices are made is shown below.

What You Do

Comments

ATIDS Select Specific Pages

Logout | Support | ATIDS Manual | Preferences

Options Main Menu

CHECK SELECTION. KEY IN INFORMATION IF REQUIRED.

Primary Ref	Secondary Ref	Date of File	Type of Inst
OR 12927 480	CN 2001 0413059	09/24/2001	AFF

Selection Description (Includes the first & last pages)

☐ Only the first and last pages

☐ Order pages [] through []

☐ Legal Description Page(s)

☐ Mortgage Note Page(s)

☐ Signature Page

☐ Order only the pages containing the following:
Source [] , Book [] and Page No. []

☐ Order only the pages containing the Tax ID# []

Process/Return to Document Selection

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Note: The **END OF DOCUMENT INFORMATION - PROPERTY** message is displayed when there are no more screens of property documents to display.

12. Click the **Select Name Documents** button.

The **Document Selection - Names** screen is displayed. Names are displayed in alphabetical order. *Note:* To go directly to the next name, click on the **Next Name** button at the top of the screen.

ATIDS Document Selection - Names

Logout | Support | ATIDS Manual | Preferences

Options Print selected documents Order Documents Menu Delivery Information Select Property Documents Add'l Search Related Documents Send Order Main Menu

END OF DOCUMENT INFORMATION FOR THIS NAME

Next Name Go to Page [] Page 1 of 1

County PALM BEACH - OIT Update County

File/Order Reference LEBLANC20CY

Name Type Personal

Name Searched LEBLANC,FRANCINE,,

Select	D/U	Image	Name/Primary Ref	X	Secondary Ref	Date Of File	Type of Instrument	Date Order Sent
			LEBLANC,FRANCINE,,					
<input type="checkbox"/>			OR 11390 1095	CN 1999 0405691	10/08/1999	DIV		
			LEBLANC,FRANCIS,,					
<input type="checkbox"/>			OR 11612 872	CN 2000 0055916	02/16/2000	PRO		
			LEBLANC,FRANCIS,S,					
<input type="checkbox"/>			OR 11612 1103	CN 2000 0056005	02/16/2000	PRO		
<input type="checkbox"/>			OR 11612 869	CN 2000 0055915	02/16/2000	WIL		
			LEBLANG,FRANCES,P,					
<input type="checkbox"/>			OR 19183 88	CN 2005 0555133	09/02/2005	AFF		
<input type="checkbox"/>			OR 19183 86	CN 2005 0555132	09/02/2005	AFF		

Previous

Go to First Page Go to Last Page

Send Order

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What You Do

Comments

13. Click on the **Next Name** button until the commercial name REALISTAT REALTY screen is displayed.

ATIDS Document Selection - Names

Logout | Support | ATIDS Manual | Preferences

Options

- Print selected documents
- Order Documents Menu
- Delivery Information
- Select Property Documents
- Add'l Search Related Documents
- Send Order
- Main Menu

END OF DOCUMENT INFORMATION - NAMES

Go to Page Page 1 of 1

County: PALM BEACH - OIT [Update County](#)

File/Order Reference: LEBLANC20CY

Name Type: Commercial

Name Searched: REALISTAT REALTY

Select	D/U	Image	Name/ Primary Ref	X	Secondary Ref	Date Of File	Type of Instrument	Date Order Sent	
			REALISTAT						
<input type="checkbox"/>			OR 12275 333	CN	2001 0031401	01/26/2001	RFT		
			REALISTAT REALTY						
			OR 7623 439	X CN	1993 0075814	03/15/1993	RFT		
			OR 7623 438	X CN	1993 0075813	03/15/1993	RFT		
<input type="checkbox"/>			OR 7338 854	CN	1992 0232500	07/29/1992	TW		
			OR 7252 1246	X CN	1992 0156537	05/21/1992	RFT		
			OR 7061 1266	X CN	1991 0360750	12/20/1991	RFT		
			OR 6487 497	X CN	1990 0173335	06/15/1990	SL		























Previous

Go to First Page Go to Last Page

Send Order

14. Select the following document: OR 7338/854.

Note: (1) The ATIDS system does not allow **X Marks The Spot** documents to be selected on this screen. (2) The **D/U** field will indicate a **D** for a document duplicated on the list of search results and a **U** for a document that was a result of an update search. The **END OF DOCUMENT INFORMATION - NAMES** message is displayed when there are no more name documents to display.

What You Do		Comments																																																																																										
 <h3 style="text-align: center;">Document Selection - Names</h3> <p style="text-align: center;"> Logout Support ATIDS Manual Preferences </p> <div> <div> Options Print selected documents Order Documents Menu Delivery Information Select Property Documents Add'l Search Related Documents Send Order Main Menu </div> <div> <p>END OF DOCUMENT INFORMATION - NAMES</p> <p>Go to Page <input type="text"/> Page 1 of 1</p> <p>County PALM BEACH - OIT Update County</p> <p>File/Order Reference LEBLANC20CY</p> <p>Name Type Commercial</p> <p>Name Searched REALISTAT REALTY</p> <table border="1"> <thead> <tr> <th>Select</th> <th>D/U</th> <th>Image</th> <th>Name/ Primary Ref</th> <th>X</th> <th>Secondary Ref</th> <th>Date Of File</th> <th>Type of Instrument</th> <th>Date Order Sent</th> </tr> </thead> <tbody> <tr> <td colspan="9">REALISTAT</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>OR 12275 333</td> <td>CN</td> <td>2001 0031401</td> <td>01/26/2001</td> <td>RFT</td> <td></td> </tr> <tr> <td colspan="9">REALISTAT REALTY</td> </tr> <tr> <td></td> <td></td> <td></td> <td>OR 7623 439</td> <td>X CN</td> <td>1993 0075814</td> <td>03/15/1993</td> <td>RFT</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>OR 7623 438</td> <td>X CN</td> <td>1993 0075813</td> <td>03/15/1993</td> <td>RFT</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>OR 7338 854</td> <td>CN</td> <td>1992 0232500</td> <td>07/29/1992</td> <td>TW</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>OR 7252 1246</td> <td>X CN</td> <td>1992 0156537</td> <td>05/21/1992</td> <td>RFT</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>OR 7061 1266</td> <td>X CN</td> <td>1991 0360750</td> <td>12/20/1991</td> <td>RFT</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>OR 6487 497</td> <td>X CN</td> <td>1990 0173335</td> <td>06/15/1990</td> <td>SL</td> <td></td> </tr> </tbody> </table> <p> Previous Go to First Page Go to Last Page Send Order </p> </div> </div>			Select	D/U	Image	Name/ Primary Ref	X	Secondary Ref	Date Of File	Type of Instrument	Date Order Sent	REALISTAT									<input type="checkbox"/>			OR 12275 333	CN	2001 0031401	01/26/2001	RFT		REALISTAT REALTY												OR 7623 439	X CN	1993 0075814	03/15/1993	RFT					OR 7623 438	X CN	1993 0075813	03/15/1993	RFT		<input checked="" type="checkbox"/>			OR 7338 854	CN	1992 0232500	07/29/1992	TW					OR 7252 1246	X CN	1992 0156537	05/21/1992	RFT					OR 7061 1266	X CN	1991 0360750	12/20/1991	RFT					OR 6487 497	X CN	1990 0173335	06/15/1990	SL	
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15. Click the **Add'l Search Related Documents** button. The **Order Documents/Add'l Search Related Documents** screen is displayed.







Note: (1) Use the **Add'l Search Related Documents** screen to order copies of documents related to the ATIDS file that were not found in the property or name search such as a copy of the plat, Schedule B exceptions on the prior policy, etc. Documents related to the ATIDS search are free, except for Condominium documents. (2) Copies of documents not related to an ATIDS file can be ordered by using an arbitrary file number and typing the recording reference in the **Non-Search Related Documents (Billable)** screen in the **Order Documents Menu**. There is a \$1.00 charge per page to obtain these documents if the delivery method is not ProPel. For ProPel, the charge is \$0.60 per document. Condominium documents are at an additional charge. If the **Non-Search Related Documents (Billable)** option is chosen, a message will appear on your confirmation sheet printout: **BRANCH INVOICE WILL BE PREPARED FOR DOCUMENTS (\$1.00 PER PAGE) RELEASED TO THE BRANCH.**

What You Do


Comments

16. Click in the **Primary Ref** field and type **PB** in the **Source** box, press TAB and type **29** in the **Book** box, press TAB and type **196** in the **Page** box.

Note: (1) When ordering a document which did not appear on the property search printout or name search printout, type the primary reference of the document in the **Primary Ref** field. If a primary reference is not available on the document, type the clerk's number in the **Secondary Ref** field (Example: CN 1985 12345). (2) The **Add'l Search Related Documents** screen allows 28 instrument entries. To increase the number of instruments to be ordered in this transaction, call the Fund's Help Desk.

What You Do		Comments																																																																																																																																																																	
 Order Documents Add'l Search Related Documents Logout Support ATIDS Manual Preferences																																																																																																																																																																			
Options Print selected documents Order Documents Menu Delivery Information Select Property Documents Select Name Documents Non- Search Related Documents (Billable) Send Order Main Menu		County: PALM BEACH File Name/No.: LEBLANC20CY <table border="1"> <thead> <tr> <th>Select</th> <th>Image</th> <th>Source</th> <th>Primary Ref</th> <th>Book</th> <th>Page</th> <th>OR</th> <th>Secondary Ref</th> <th>Date of File</th> <th>Type of Instrument</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>PB</td> <td>29</td> <td></td> <td>196</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> Previous Next Send Order Submit </div>		Select	Image	Source	Primary Ref	Book	Page	OR	Secondary Ref	Date of File	Type of Instrument	<input type="checkbox"/>		PB	29		196					<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>									
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17. Click the **Send Order** button. The **Document Order** is released to the Branch and a confirmation sheet is printed. After the order is released, the **Order Documents Menu** screen is displayed.


Order Documents Menu
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

HARD COPY REQUEST FL006-11-014874 RELEASED TO PALM BEACH BRANCH

Options Delivery Information Select Property Documents Select Name Documents Add'l Search Related Documents Non- Search Related Documents (Billable) Main Menu	County: PALM BEACH - OIT Name: RICHARD P. BRUCE, ESQ. Address: 5955 T.G. LEE BLVD. ORLANDO FL 32828 Bill To Customer Number: 899916 File Name/No.: LEBLANC20CY Submit
---	---

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[Privacy Policy](#)

Note: If the **HARD COPY REQUEST** number is not displayed on this screen, the order has not been released.

Sample of Hard Copy Request Confirmation

```

HCPY FAK@          **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** 06/03/2011
                      HARD COPY REQUEST - PRINT/CONFIRMATION          10:33:46

PAGE : 1
  USER ID : 10542                      DATE REL : 06/03/2011
CUSTOMER NO : 000899969                DELIVER BY : ELECTRONIC
REQUEST ID : FL-11-017558
  NAME : TEST NAME
  ADDRESS : TEST ADDRESS 1
            TEST ADDRESS 2
            TEST ADDRESS 3
            TEST ADDRESS 4
FILE/ORDER REF : CHRIS0603          BILL CODE: TITLE
  ORDER BY : CHRIS                      EXT :          PHONE : (407) 240-3863
RESPONSIBLE PARTY : CHRIS                      FAX :
                      HARD COPY REQUEST - PROPERTY DOCUMENTS SELECTED
COUNTY : PALM BEACH
DOCUMENTS CUSTOMER SELECTED FOR THIS LEGAL SEARCH : PB 29 / 196
F PRIMARY REF    SECONDARY REF    DOF    TOI
OR 23134         547    CN 2009 0092541    03/19/2009SM
OR 22801         1480   CN 2008 0297659    08/11/2008AFF
OR 20863         85     CN 2006 0535346    09/18/2006AFF
OR 19736         1301   CN 2005 0795202    12/30/2005M
OR 17664         583    CN 2004 0598521    10/21/2004AGR
OR 12927         480    CN 2001 0413059    09/24/2001AFF
OR 12658         881    CN 2001 0260461    06/19/2001AFF
OR 11841         765    CN 2000 0225948    06/15/2000WD
                      HARD COPY REQUEST - NAME DOCUMENTS SELECTED
COUNTY : PALM BEACH
DOCUMENTS CUSTOMER SELECTED FOR THIS NAME SEARCH :
TYPE: NAME:
C   REALISTAT
    PRIM REF          SEC REF          DOF    TOI
    REALISTAT REALTY
    OR 7338           854    CN 1992 0232500    07/29/1992TW 150.00
DOCUMENTS CUSTOMER SELECTED FOR THIS NAME SEARCH :
TYPE: NAME:
C   REALISTAT REALTY
    PRIM REF          SEC REF          DOF    TOI
D OR 7338           854    CN 1992 0232500    07/29/1992TW 150.00
    ONLY ONE COPY OF DUPLICATE DOCUMENTS WILL BE PROVIDED
    HARD COPY REQUEST SENT TO BRANCH : ATIF - PALM BEACH BRANCH
  
```


Receiving ATIDS Search Results & Documents Electronically Via ProPel®

ProPel®, the Fund's electronic document storage and imaging software package, is the perfect complement to ATIDS. With ProPel, the Fund can transmit high-quality, first-generation images directly to your PC, as opposed to lower-quality fax images, or delivery via courier. It provides faster access and easier transfer, plus quicker turn-around time for your clients - many documents can be transmitted to you in minutes, and you can receive Branch Products faster, eliminating courier delay.


Designed to keep you competitive in today's quickly changing marketplace, ProPel provides e-mail and export options and gives you the capability to receive, organize, and electronically store documents, as well as ATIDS search results.

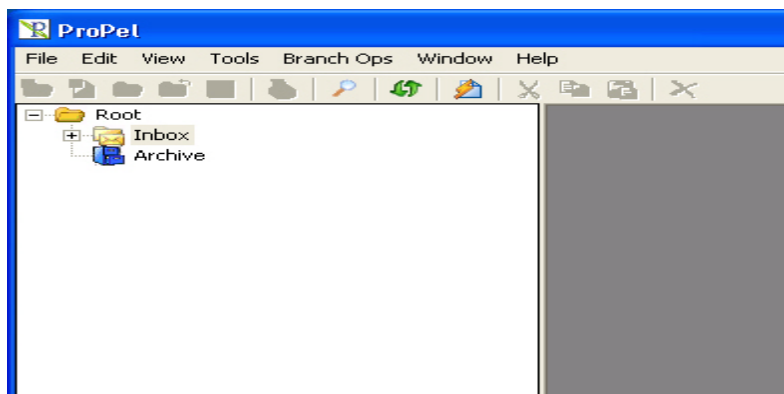
ProPel eliminates the need for costly fax and courier services as well as off-site storage of real estate files. The Scan feature allows you to add important documents into ProPel for electronic storage on a variety of write-able media (such as disks, CDs, and network file systems, to name a few) eliminating off-site storage costs. Once you begin storing and managing your documents, products, and search results in ProPel, the need to maintain actual hard copy storage files can be greatly reduced or eventually eliminated.


Features of ProPel® give you the capability to:

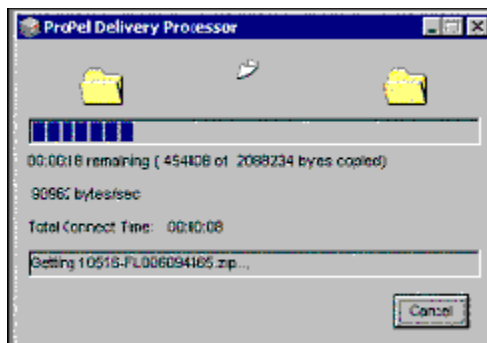
- Receive, organize, electronically store, e-mail, and export documents, including ATIDS search results.
- Print individual or multiple pages.
- View documents or pages with thumbnails.
- Scan important documents into ProPel for electronic storage, eliminating off-site storage costs.
- Arrange/rearrange and name/rename documents and folders.
- Increase or decrease magnification of the display and rotate a document.
- Copy and paste selected areas of documents into other documents.
- Move documents between disconnected ProPel-enabled PCs by exporting documents to a Package File and importing that Package File onto any other ProPel PC.
- Add any type of documents to ProPel, extending its usefulness as a document storage solution.
- Add notes to documents.
- Change the document sequence within any folder to follow the Chain of Title.
- Receive Branch Products, their supporting documents, and corresponding DoubleTime® data files via ProPel.

What You Do	Comments
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- | | |
|--|--|
| <p>1.  Double-click the ProPel icon on your PC Desktop to start ProPel.</p> | <p>The ProPel screen is displayed.</p> |
|--|--|



- | | |
|--|--|
| <p>2.  Click Get Documents on the ProPel tree view toolbar</p> | <p>The ProPel Delivery Processor automatically connects to The Fund and checks for any orders (hard copy or Branch Products) that were waiting for pickup, and delivers them.</p> |
|--|--|



Once the order has been successfully downloaded, the message **Delivery Completed Successfully** is displayed. A (+) is then displayed in front of the Inbox indicating that a new order has been delivered.
Note: * Refresh F5: to update the Tree view Pane.

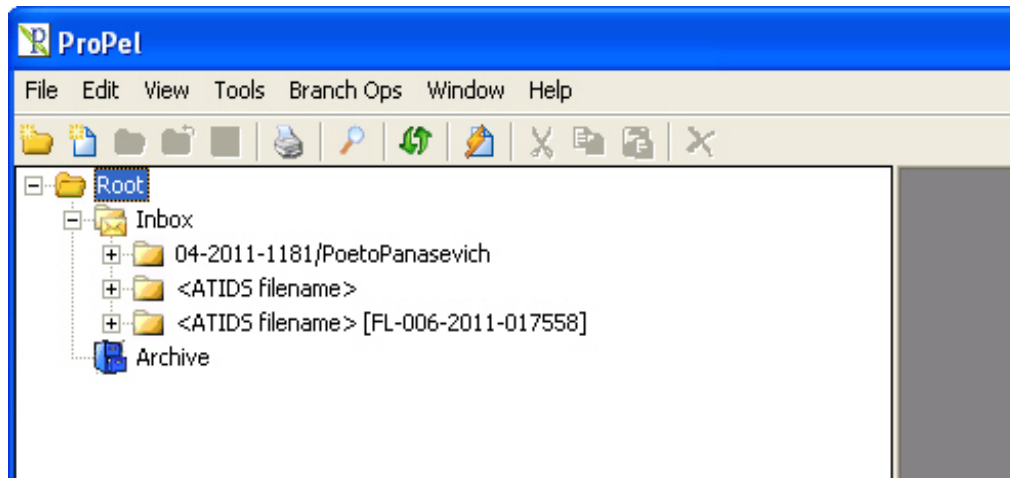
What You Do

Comments



3. Click the (+) in front of the Inbox.

New orders arrive into the Inbox and are displayed as a folder name. The folder name is the same as your file created in ATIDS. In the following screen shot, we can see the new folder named **ATIDS filename**.



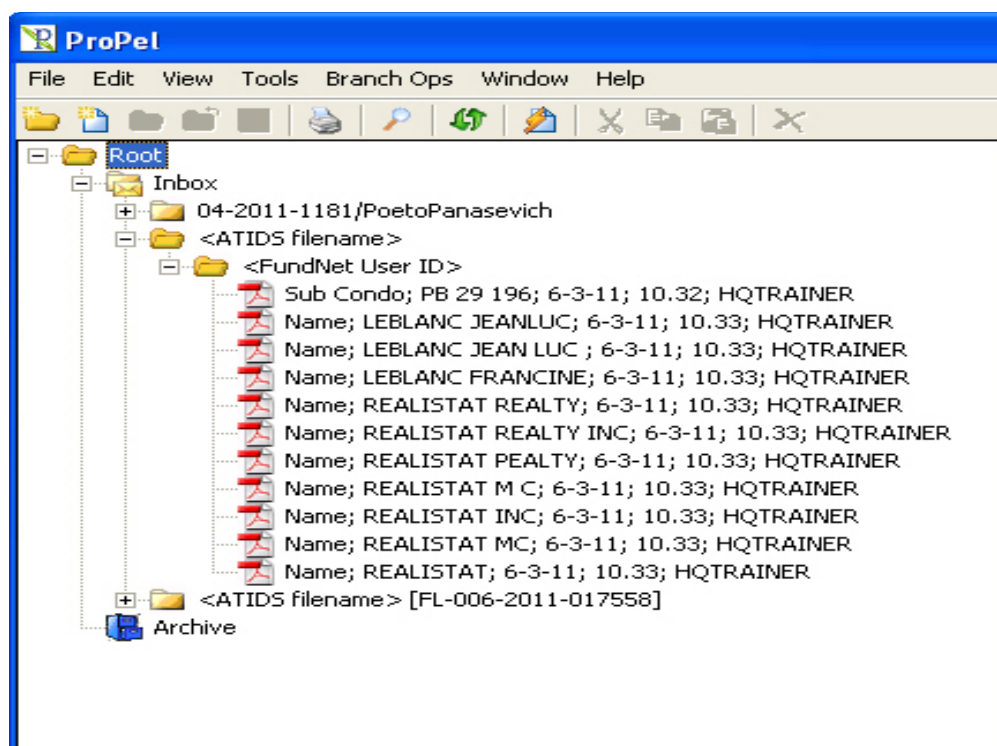
4. Click the (+) in front of the folder **ATIDS filename**.

The folder expands and displays the contents of the folder. *Note:* The method by which folders arrive into the Inbox and any additional text that is displayed next to ATIDS search printout documents depends on how ProPel is configured, using **Tools > Options > Inbox**.

5. Click the (+) in front of the folder **FundNet User ID**.

What You Do

Comments

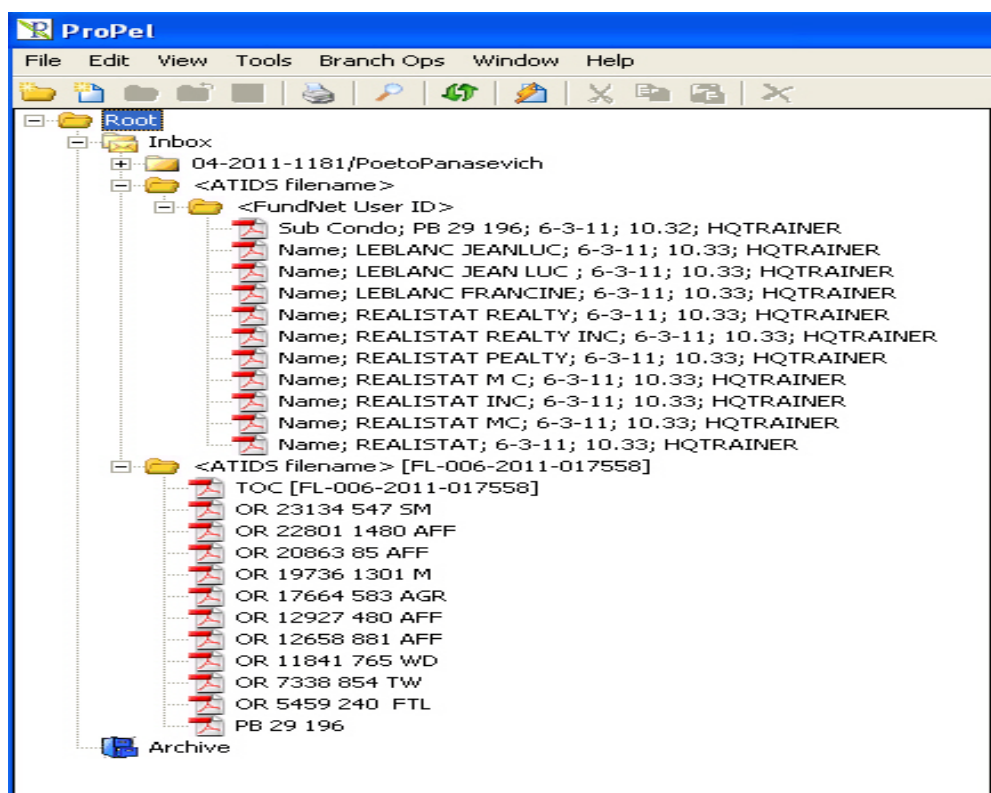


This second level sub-folder contains the search results of each search that you performed in the ATIDS Search menu (property search and name searches). The other first level sub-folder **ATIDS filename [FL-006-2011-017558]** (not yet expanded) contains the related hard copy documents that were requested while in the **ATIDS Order Documents (HCPY) Menu**.

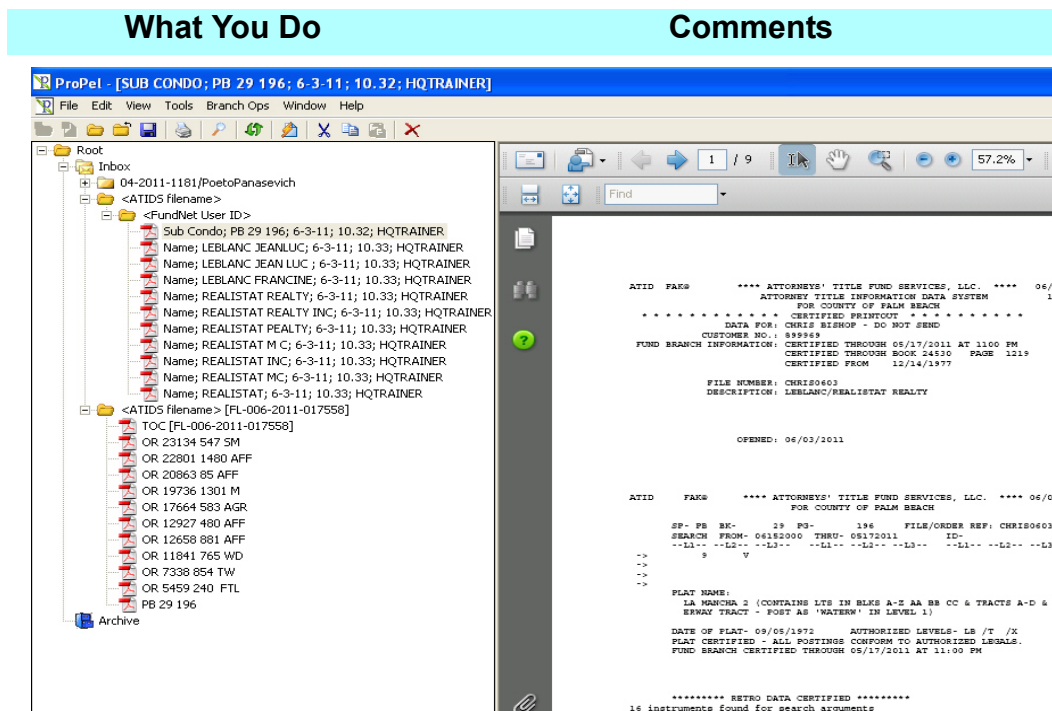
6. Click the (+) in front of the first level sub-folder **ATIDS filename [FL-006-2011-017558]**


The folder expands and displays the contents of the folder (in this case, image files in the Acrobat Portable Document Format or PDF). *Note:* The configuration options you set in **Tools > Options > Inbox** determine whether an arriving hard copy (HCPY) folder is created as a sub-folder of a related folder or as a separate folder at the same level. Folder names for HCPY documents always show the Request ID information after the folder name. **ATIDS filename [FL-006-2011-017558]**

What You Do	Comments
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- | | |
|---|--|
| 7. Double-click the Sub Condo document to open it into the Document Pane Viewer. | This document is the property search printout that you performed in ATIDS. |
|---|--|



8.  Click **Decrease Magnification** in the Acrobat Document Viewer Pane toolbar.

The default magnification for the Document Viewer is based on the percentage that allows one page to fit in the Document Viewer Pane. (It varies by the document and by the configuration of your ProPel window.) Decreasing the magnification makes the document smaller in the Viewer. *Note:* When a document is open in the Acrobat Document Viewer, the Acrobat toolbar is activated. There is no need to click to select the document.

9.  Click **Increase Magnification** in the Acrobat Document Viewer Pane toolbar.


This makes the document larger in the Viewer. *Note:* Use the scroll bar on the right to view all pages of the property search

10. Double-click each of the search results documents to open them in the Viewer.

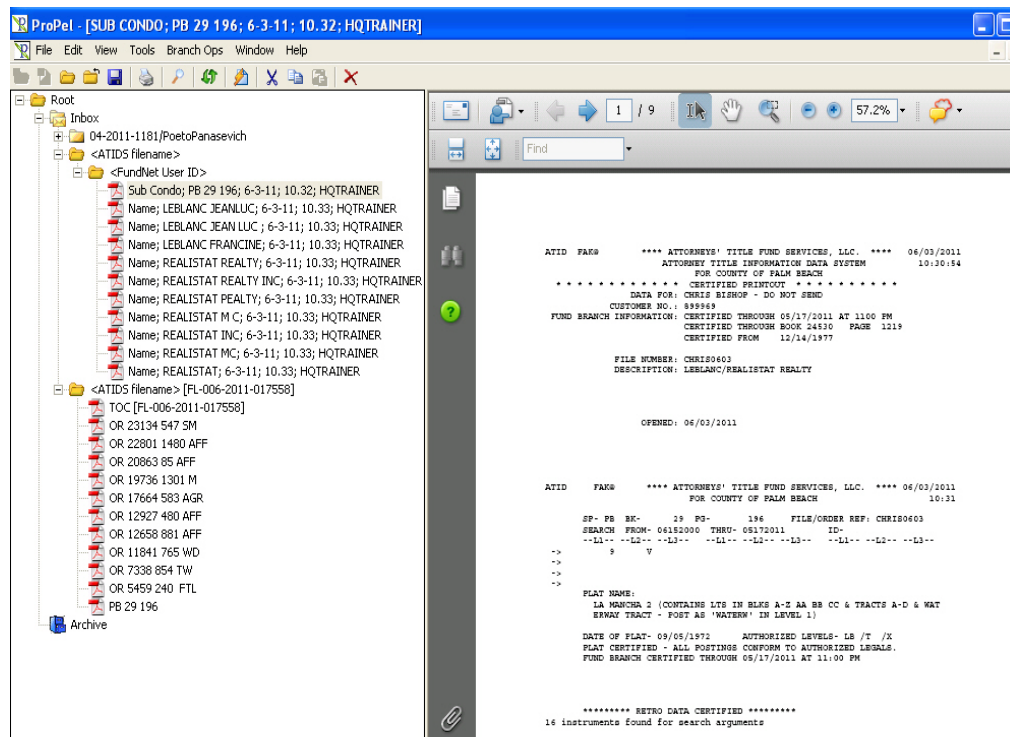
Note: As you open multiple documents, each subsequent document is opened on top of the previous one. A maximum of 20 documents can be open at one time.

What You Do

Comments

11.  Close the current opened document by clicking **Close Document** on the ProPel tree view toolbar.

The document closes from the Viewer, but any previously opened documents remain open. *Note:* Close all open documents from the Viewer simultaneously by clicking **File > Close All** in the ProPel tree view menu.

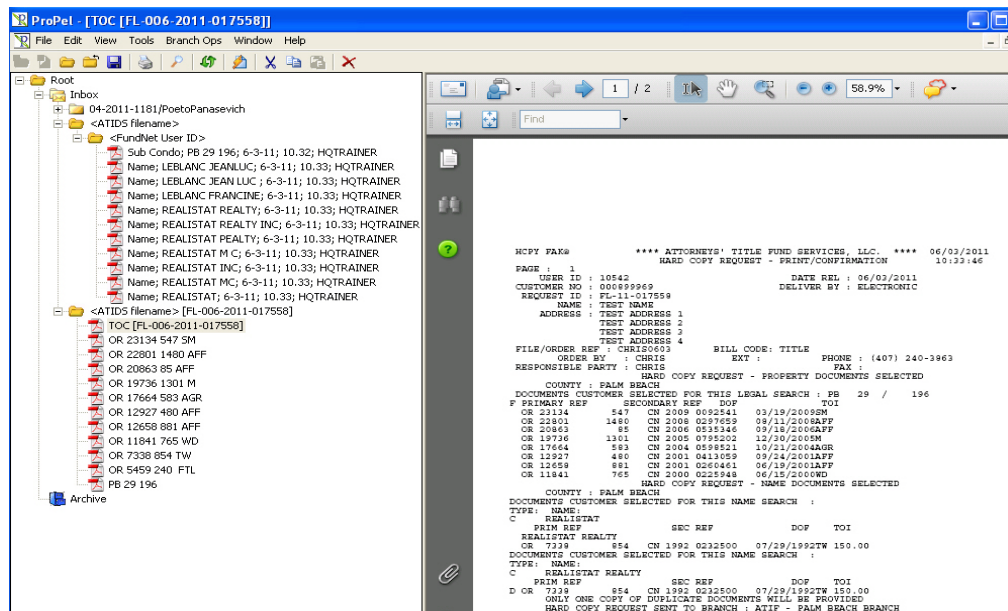


12. Double-click the document **TOC [FL-006-2011-017558]**

This is the print confirmation page for the hard copy (HCPY) order released in ATIDS. The Request ID number for the HCPY order is added automatically by ProPel after TOC in the file name. *Note:* All hard copy documents ordered are listed on the TOC (Table of Contents) document.

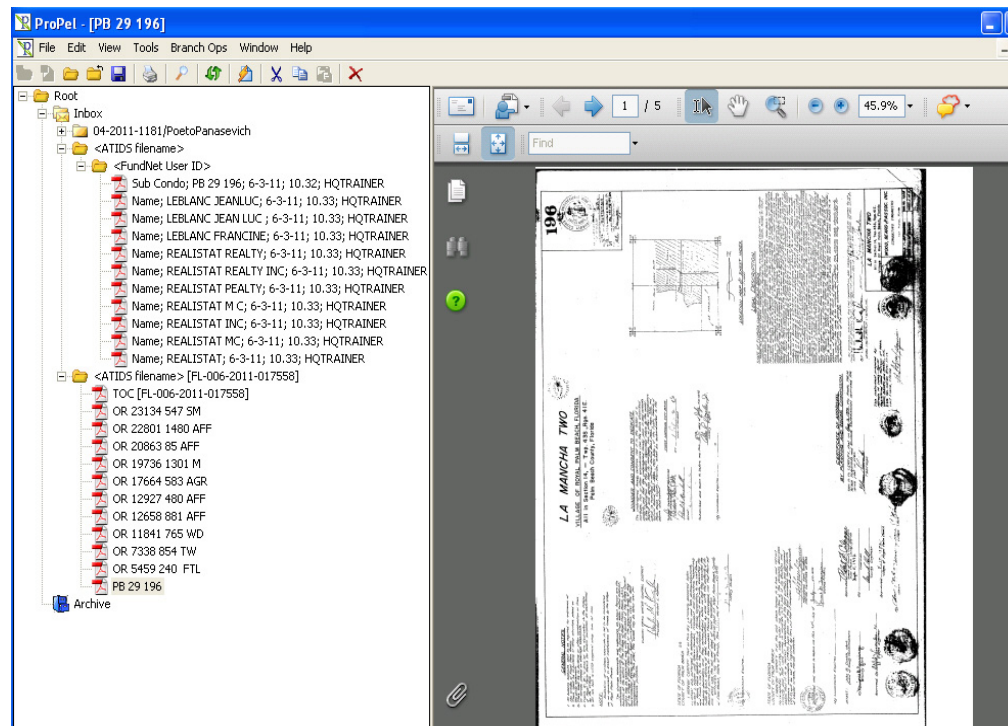
What You Do

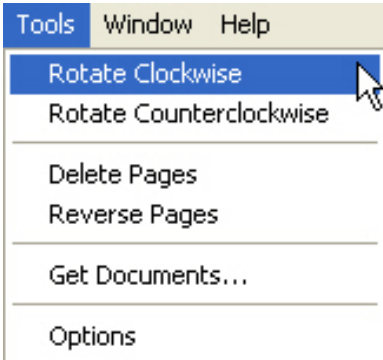
Comments

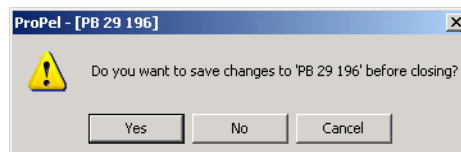


13. Double-click each of the hard copy documents to open them into the Viewer, opening the **Plat PB 29 196** last into the Viewer, so it is on top.

We'll use this document to demonstrate the **Rotate** tool.



What You Do	Comments
<p>14. Click Tools > Rotate Clockwise in the ProPel tree view menu to rotate the page to its upright position.</p>	<p><i>Note:</i> To rotate a complete document you must right click on the document, and click Tools > Rotate Clockwise.</p> 
<p>15. Close all open documents from the Viewer (Remember, File > Close All).</p>	<p><i>Note:</i> You will be asked if you want to save the changes you made to PB 29 196 before closing. Click Yes. The change you made was to rotate the document clockwise. Once you save this change, each time you open this Plat, it will be correctly oriented</p>




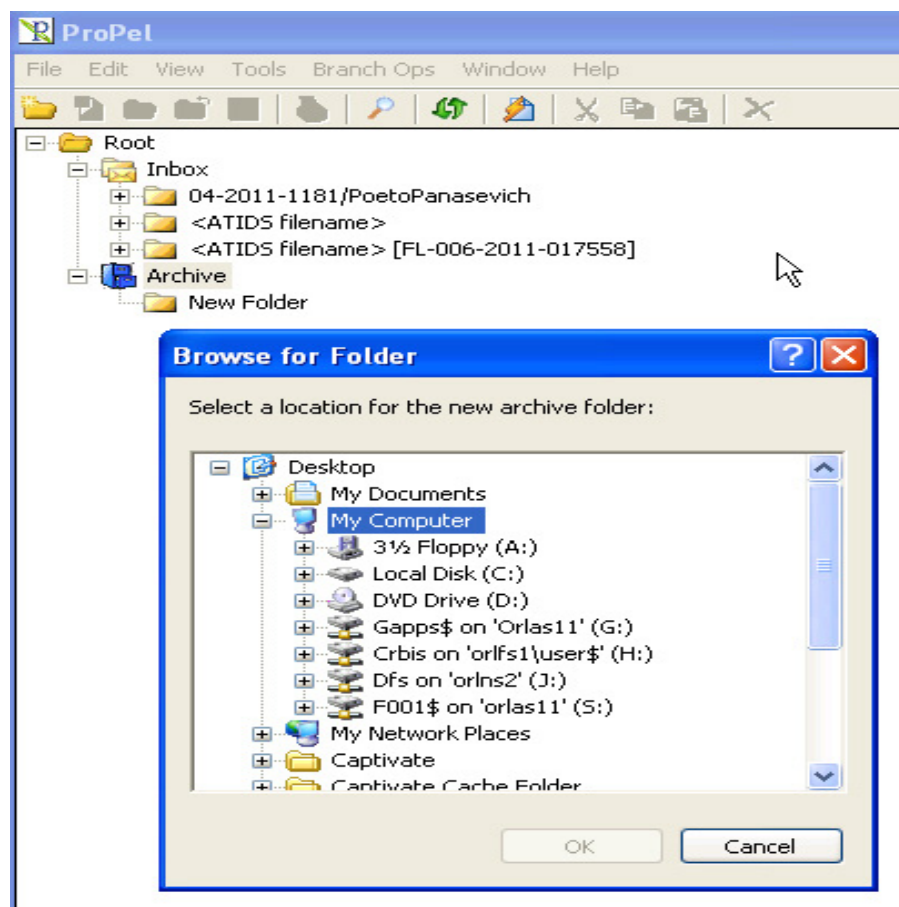
Archiving Documents and Folders

To conserve hard drive space on your computer, you can archive documents and folders onto almost any kind of recording media (for example, a network server drive, a writeable CD, a Zip drive, or a removable disk drive, to name a few).

To use the **Archive** feature of ProPel, first create an **Archive Folder** which ProPel stores on the external drive, but displays in the ProPel tree view. Then, select the documents or folders you want to archive, and drag them into the **Archive Folder**. ProPel keeps track of the **Archive Folder** location.

What You Do	Comments
<p>1. Select the Archive Root folder (a cabinet symbol) at the bottom of the tree view.</p>	

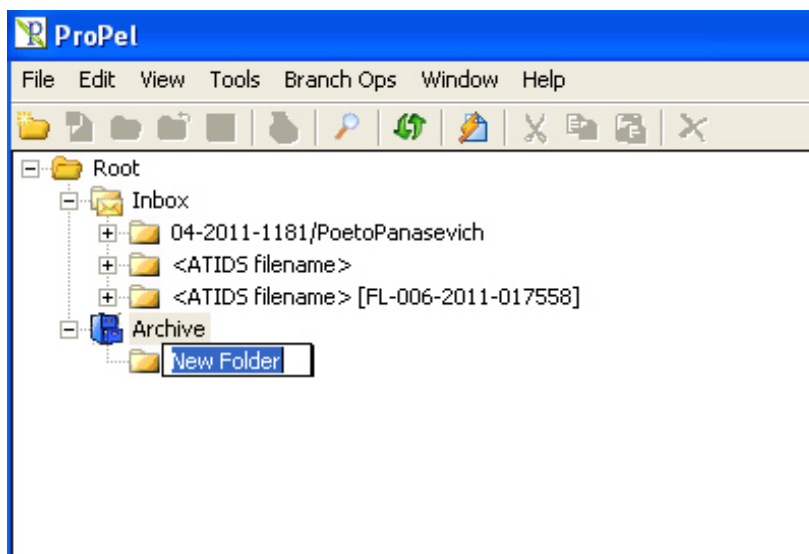
What You Do	Comments
<p>2.  Click New Folder on the ProPel tree view toolbar (or select File > New > Folder in the menu).</p>	<p>The Browse for Folder dialog box is displayed. <i>Note:</i> For training purposes, we will create the folder on your PC Desktop; however, it is very important that you consult your Information Technology (IT) Administrator for the file target location of your archived documents and folders. Do not archive ProPel documents and folders on your office PC Desktop.</p>



3. Select a location for the new folder (for example, a network server drive, a writeable CD, a Zip drive, or a removable disk drive), then click **OK**.
- A folder named **New Folder** is created in the tree view (to represent the folder on the external media) where the documents will be stored. The folder name is selected (highlighted) to show you are in **Edit** mode. The folder name you type replaces the text, so make sure not to touch any other keys before you type the folder name.

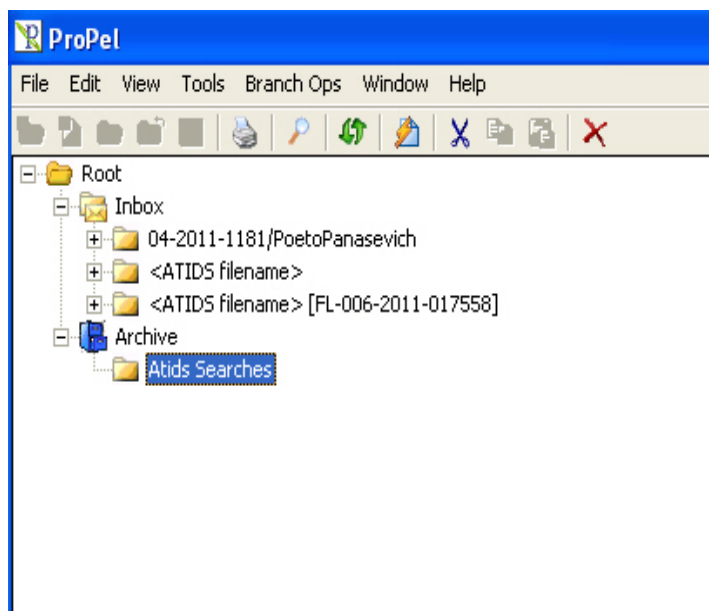
What You Do

Comments

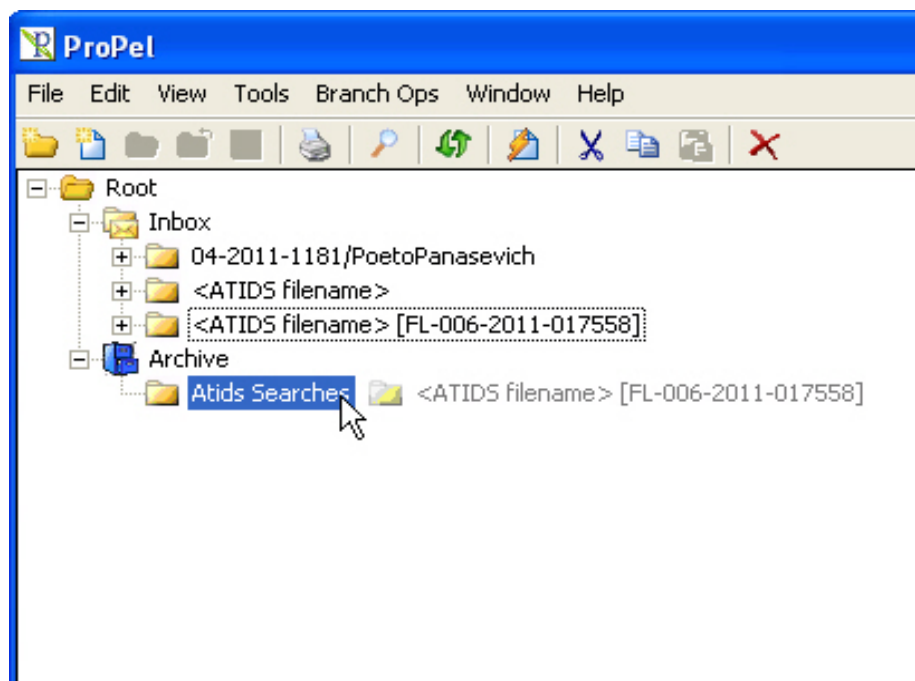


4. Type **Atids Searches** as the name for the new folder then press the **ENTER** key.

This name is used only in the tree view to identify the folder for you. ProPel uses its own folder naming convention to keep track of the folder on the external drive. *Note:* It is highly recommended that you move folders and documents out of the Inbox as soon as possible in order to maintain a functional and organized working environment. It is also important to regularly archive folders out of the ProPel tree view.



What You Do	Comments
<p>5. Click, hold, and drag the ATIDS filename [FL-006-2011-017558] folder from the Inbox toward the Archive folder you just created until this destination folder is highlighted, then release your mouse button. See Lesson 7 of this Workbook (pages 231 through 276) for other suggested working environment examples for your office.</p>	<p>By holding, dragging, and releasing a folder, you have moved the entire folder (with its contents and sub-folders) into the Archive folder, out of your Inbox and off the Root of ProPel. Notice that as you begin to drag (move) the folder, ProPel shows a simulation of the folder to guide you. Make sure you do not release your mouse button until the destination folder is highlighted. <i>Note:</i>(1) Once moved out of the Inbox, orders (folders and documents) cannot be moved back into the Inbox. (2) The archived folder can be renamed to add additional identification information.</p>



Updating The Property Search (Single Legal Description)

Use the **Update Property Search** transaction to continue the property search from a previous search. An **Update Property Search** is performed prior to the closing and again prior to issuing the title insurance policy. The **Update Property Search** transaction will only show property documents that have been recorded and posted since the last property search was run on the file.

What You Do	Comments
1. Launch Web ATIDS. Navigate from the Main Menu to the Search Menu .	
2. On the Search Menu, place the cursor in the File Name/No. field. Type [Your File Number]	This is the file we previously created and used. <i>Note:</i> Use the ATIDS file number which was used previously for the property search you wish to update.
3. Confirm that the County field is set to the correct county for the transaction. If not, change it to the correct county.	Remember that the property is located in Palm Beach County.

What You Do	Comments
4. Click the Update Property Search button.	The Update Property Search screen is displayed.

ATIDS
Update Property Search
for PALM BEACH County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options ALL LEGALS HAVE BEEN DISPLAYED

Search Menu Customer No. 899916
File Name/No. LEBLANC20CY Description LEBLANC TO REALISTAT REALTY

Additional Options

Select	SP	Book	Page	L1	L2	L3	SC	TWN	RNG	SG	Code	County	From	Through	Printed
<input type="checkbox"/>	PB	29	196	9	V							PALM BEACH	06/15/2000	04/22/2011	001

[Next](#) [Submit](#)

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- Select **Update** from the drop-down selection window. Selecting **Update** next to the legal allows an update search to be run on the previously searched property.
- Click the **Submit** button. The **Subdivision/Condo Search** screen is displayed. The **Search From Date** field defaults to the date of the last property search automatically.

ATIDS
Subdivision / Condo Search
For PALM BEACH County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options FUND BRANCH CERTIFIED THROUGH 07/14/2011 AT 11:00 PM

Search Menu

[Submit](#)

File Name/No. LEBLANC20CY

(mmddyyyy) (mmddyyyy)

Search From Date 07092011 Through Date Document Filter


Source of Plat PB-Plat Book Book 29 Page 196

L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng
9	V	

- Click the **Submit** button. The **Property Update Search** is performed.

What You Do	Comments						
 <h2 style="text-align: center;">Subdivision / Condo Search</h2> <p style="text-align: center;">For PALM BEACH County</p> <p style="text-align: center;">Logout Support ATIDS Manual Preferences</p> <p>Options NO INSTRUMENTS FOUND FOR SEARCH ARGUMENTS</p> <p>Search Menu Deliver Search Results</p> <p>Sub/Condo Name LA MANCHA 2 (CONTAINS LTS IN BLKS A-Z AA BB CC & TRACTS A-D & WATERWAY TRACT - POST AS 'WATERW' IN LEVEL 1)</p> <p>Date of Plat 09/05/1972 Authorized Levels LB / T / X</p> <p>PLAT CERTIFIED - ALL POSTINGS CONFORM TO AUTHORIZED LEGALS. FUND BRANCH CERTIFIED THROUGH 07/14/2011 AT 11:00 PM ***** RETRO DATA CERTIFIED *****</p> <p>File Name/No. LEBLANC20CY</p> <p>Search From Date (mmddyyyy) 07092011 Through Date (mmddyyyy) 07142011 Document Filter</p> <p>Source of Plat PB-Plat Book Book 29 Page 196</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>L1 Lot/Unit</th> <th>L2 Block/Bldg</th> <th>L3 Sec/Twn/Rng</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>V</td> <td></td> </tr> </tbody> </table>		L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng	9	V	
L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng					
9	V						

8. Click the **Deliver Search Results** button. The **Update Property Search** results are printed and the **Search Menu** is displayed.



Search Menu

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options O=Online; I=Imaged; T=Taxe; G=Grantor/Grantee

[Add/Change/Find File](#) **County** PALM BEACH - OIT [Update County](#)

[Subdivision/Condo Search](#) **Customer No.** 899916

[Acreage/Govt Lot Search](#) **Name** RICHARD P. BRUCE, ESQ.

[Update Property Search](#) **Address** 5955 T.G. LEE BLVD.
ORLANDO, FL 32828

[Name Search](#) **File Name/No.** LEBLANC20CY

[Multiple Name Search](#)

[Update Name Search](#)

[Tax Search](#)

[Policy Rating](#)


[Policy Search and Order](#)

Main Menu

Delivery Options

Display Search Results <input type="checkbox"/>	Print Search Results <input checked="" type="checkbox"/>
	Send to Document Order Queue <input checked="" type="checkbox"/>
	Send to ProPel Queue <input type="checkbox"/>

LEGALS CERTIFIED 12/14/1977 THRU 04/23/2011 AT 11:00 PM REF: 24486 / 136
G/G CERTIFIED 01/01/1900 THRU 04/23/2011 AT 11:00 PM REF: 24486 / 136
2009 TAX ROLL CURRENT THRU 03/22/2010

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[Privacy Policy](#)

What You Do	Comments
9. Review the printout to determine whether any new exceptions or requirements are found.	

Sample Update Property Search Printout

```

ATID      DUH@      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** 08/01/2011
                        FOR COUNTY OF PALM BEACH                        08:03

SP- PB BK-      29 PG-      196      FILE/ORDER REF: LEBLANC20CY
SEARCH FROM- 07142011 THRU- 07142011      ID-
--L1-- --L2-- --L3-- --L1-- --L2-- --L3-- --L1-- --L2-- --L3--
->      9      V
->
->
->

PLAT NAME:
LA MANCHA 2 (CONTAINS LTS IN BLKS A-Z AA BB CC & TRACTS A-D & WAT
ERWAY TRACT - POST AS 'WATERW' IN LEVEL 1)

DATE OF PLAT- 09/05/1972      AUTHORIZED LEVELS- LB /T /X
PLAT CERTIFIED - ALL POSTINGS CONFORM TO AUTHORIZED LEGALS.
FUND BRANCH CERTIFIED THROUGH 07/14/2011 AT 11:00 PM

***** RETRO DATA CERTIFIED *****
00 instruments found for search arguments

ATID      ATTORNEY TITLE INFORMATION DISPLAY SYSTEM
*
*
***** SEARCH COMPLETE *****
*
*
*
*

```


Updating The Property Search (Multiple Legal Descriptions)

What You Do	Comments
Select Multi next to any legal from the drop-down selection area of the Update Property Search window.	This selection will indicate a multiple search.
Click the Submit button.	The screen is redisplayed and the Multiple Search Request is initiated.
Select Update next to each legal that requires to be updated from the drop-down selection area.	The legals must be selected to complete the multiple update.
Click the Next button.	The Subdivision/Condo Search screen is displayed with the selected legals.
Click the Submit button.	The multiple update search is performed.
Click the Deliver Search Results button.	The update results are printed and the Search Menu is displayed.

Updating The Name Search

The **Update Name Search** transaction is also used to update or continue a name search from a previous name search. An **Update Name Search** is performed prior to the closing and again prior to issuing the title policy. The **Update Name Search** will show documents indexed against names that have been recorded and posted since the last name search.

What You Do	Comments
1. On the Search Menu, place the cursor in the File Name/No. field. Type [Your Current File Number/Name]	This is the file we previously created and used. <i>Note:</i> Use the ATIDS file number which was used previously for the property search you wish to update.
2. Confirm that the County field is set to the correct county for the transaction. If not, change it to the correct county.	Remember that the property is located in Palm Beach County.

What You Do

Comments

3. Click the **Update Name Search** button.

The **Update Name Search** screen is displayed. *Note:* All names previously searched on the file are shown, and by default are selected for the update search. If necessary, deselect any not to be searched.

4. Click the **Search** button.

The **Update Multiple Name Search** screen is re-displayed. The check marks indicate that the search was completed and the results are sent to the printer.

What You Do

Comments

ATIDS **Update Multiple Name Search**

Support | ATIDS Manual

Options
 Search Menu

Customer No. training
 File Name/No. LEBLANC20CY

County **PALM_BEACH** [Update County / File](#)

Search From (mmddyyyy) 07141990
 Search Through (mmddyyyy) 07142011 11:00 PM
 To Search more than 21 years, change the search from date

Delivery Options
 Print ☒
 Document Order Queue ☒
 ProPel Queue ☒

Name Last First Middle
☐ Personal
☐ Commercial

[Insert](#)

R	Search	County	P/C	Name	From	To	Action
✓	<input type="checkbox"/>	PALM_BEACH	Personal	LEBLANC,JEANLUC,,	07142011	07142011	Edit Delete
✓	<input type="checkbox"/>	PALM_BEACH	Personal	LEBLANC,JEAN,LUC,	07142011	07142011	Edit Delete
✓	<input type="checkbox"/>	PALM_BEACH	Personal	LEBLANC,FRANCINE,,	07142011	07142011	Edit Delete
✓	<input type="checkbox"/>	PALM_BEACH	Commercial	REALISTAT REALTY	07142011	07142011	Edit Delete
✓	<input type="checkbox"/>	PALM_BEACH	Commercial	REALISTAT REALTY INC	07142011	07142011	Edit Delete
✓	<input type="checkbox"/>	PALM_BEACH	Commercial	REALISTAT PEALTY	07142011	07142011	Edit Delete
✓	<input type="checkbox"/>	PALM_BEACH	Commercial	REALISTAT M C	07142011	07142011	Edit Delete
✓	<input type="checkbox"/>	PALM_BEACH	Commercial	REALISTAT INC	07142011	07142011	Edit Delete
✓	<input type="checkbox"/>	PALM_BEACH	Commercial	REALISTAT MC	07142011	07142011	Edit Delete
✓	<input type="checkbox"/>	PALM_BEACH	Commercial	REALISTAT	07142011	07142011	Edit Delete

[Search](#)

- Review the printout to determine whether any new exceptions or requirements are needed.

Note: When updating commercial name searches, it is important to always run a **Commercial Name Variations** transaction from the **Update Multiple name Search** window in order to make sure there have been no new commercial name variations entered since the date of your last search. If there are any new variations found, those variations should be searched, too. *Note:* When updating a personal name search where the **Flip Name** feature was used, you must continue to use the **Flip Name** feature in your update search in order to ensure a search will also be performed on that changed name.

Sample Update Name Search Printout for Jeanluc Lelanc

```
ATID  EHB@          ATTORNEYS' TITLE FUND SERVICES, LLC.          09/03/2011
                        NAME SEARCH INQUIRY FOR COUNTY OF: PALM BEACH      09:06:09
*****
DATA FOR: CHRIS BISHOP - DO NOT SEND
ACCOUNT: 10542
FUND BRANCH INFORMATION: CERTIFIED THROUGH 07/14/2011 AT 11:00 PM
                        RECORDING REFERENCE OR 24634 1966
                        CERTIFIED FROM 12/14/1977

FILE NUMBER: LEBLANC20CY
DESCRIPTION: LEBLANC SALE
```

```
OPENED: 07/28/2011
SEARCH FROM DATE: 07/14/2011
SEARCH THRU DATE: 07/14/2011
```

```
TYPE      NAME - LAST, FIRST, MIDDLE,
P          LEBLANC, JEANLUC,,

COUNTY    : 06      PALM BEACH
LAST NAME LIMIT: 090
FIRST NAME LIMIT: 065
NICKNAME    : Y
SIMILAR SOUNDING: Y
FLIP NAMES  : N
```

NAME	PRIMARY REF	X SECONDARY REF	DOF	TOI DESCRPTN/
		CASE NUMBER	REF NUMBER	COMMENTS

P		LEBLANC, JEANLUC,,		
		No documents found for this name.		

```
***** SEARCH COMPLETE *****
```

Sample Update Name Search Printout for Realistat Realty

```
ATID  EHB@          ATTORNEYS' TITLE FUND SERVICES, LLC.          08/03/2011
                        NAME SEARCH INQUIRY FOR COUNTY OF: PALM BEACH      08:06:09
*****
DATA FOR: CHRIS BISHOP - DO NOT SEND
ACCOUNT: 10542
FUND BRANCH INFORMATION: CERTIFIED THROUGH 07/14/2011 AT 11:00 PM
                        RECORDING REFERENCE OR 24634 1966
                        CERTIFIED FROM 12/14/1977

FILE NUMBER: LEBLANC20CY
DESCRIPTION: LEBLANC SALE

OPENED: 07/28/2011
SEARCH FROM DATE: 07/14/2011
SEARCH THRU DATE: 07/14/2011

YOUR SEARCH MAY BE INCOMPLETE. USE GI COMMERCIAL NAME VARIATIONS (ATCHN).

TYPE      NAME - LAST, FIRST, MIDDLE,
C          REALISTAT REALTY

COUNTY    : 06          PALM BEACH
LAST NAME LIMIT: 080
FIRST NAME LIMIT: 065
NICKNAME    : Y
SIMILAR SOUNDING: Y
FLIP NAMES   : N

NAME
PRIMARY REF      X SECONDARY REF      DOF      TOI DESCRIPTN/
                  CASE NUMBER          REF NUMBER    COMMENTS
-----
C          REALISTAT REALTY
          No documents found for this name.


***** SEARCH COMPLETE *****
```

Policy Rating

The **Policy Rating** transaction is used to calculate the promulgated and premium amounts for ORNTIC/ATFS policies and endorsements. Calculations are displayed and can be printed. The printout can be submitted to The Fund instead of the **Policy/Endorsement Calculation Worksheet**, along with a copy of the policy and a check for the premium remittance. *A **TITLE Yes** file must be opened before Policy Rating can be accessed.*

What You Do	Comments
1. Launch Web ATIDS. Navigate from the Main Menu to the Search Menu .	
2. On the Search Menu, place the cursor in the File Name/No. field. Type [Your File Number]	This is the file we previously created and used. <i>Note:</i> Use the ATIDS file number which was used previously for the property search you wish to update.
3. Confirm that the County field is set to the correct county for the transaction. If not, change it to the correct county.	Remember that the property is located in Palm Beach County.
4. Select the appropriate Delivery Option.	We will print the results.

- Click the **Policy Rating** button. The **Policy Rate Calculation - Endorsements** screen is displayed.

What You Do	Comments																																																																				
 <h2 style="text-align: center;">Policy Rating</h2> <p style="text-align: center;">Policy Rate Calculation - Endorsements</p> <p style="text-align: center;"> Logout Support ATIDS Manual Preferences </p> <div style="display: flex; justify-content: space-between;"> <div> <p>Options</p> <p>Search Menu</p> </div> <div> <p>Next Last</p> <p>Page (1) of (3)</p> </div> </div> <table border="1" style="width: 100%;"> <tr> <td>Customer No.</td> <td colspan="2">0008999</td> <td>State:FL</td> </tr> <tr> <td>File Name/No.</td> <td colspan="3">LEBLANC20CY</td> </tr> <tr> <td>Policy Type</td> <td><input type="text"/></td> <td>Policy No.</td> <td><input type="text"/></td> </tr> <tr> <td>Amount of Insurance</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Rating Date</td> <td colspan="3"><input type="text"/> (mmddyyyy)</td> </tr> <tr> <td>Commitment Number</td> <td>C- <input type="text"/></td> <td>Commitment Amount</td> <td><input type="text"/></td> </tr> <tr> <td>Timeshare Transaction?</td> <td colspan="3"><input type="text"/> No <input type="button" value="v"/></td> </tr> <tr> <td colspan="4" style="text-align: center;">Simultaneous Policy</td> </tr> <tr> <td>Type:</td> <td><input type="text"/></td> <td>Number:</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>Amount:</td> <td><input type="text"/></td> </tr> <tr> <td colspan="4" style="text-align: center;">Prior Owner's Policy - For Re-Issue Rate</td> </tr> <tr> <td>Number:</td> <td colspan="2"><input type="text"/></td> <td>Amount:</td> </tr> <tr> <td></td> <td colspan="2"></td> <td><input type="text"/></td> </tr> <tr> <td colspan="4" style="text-align: center;">New Home Discount</td> </tr> <tr> <td>Discount Apply?:</td> <td><input type="text"/> No <input type="button" value="v"/></td> <td>Exposure:</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>Premium:</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>Units:</td> <td><input type="text"/></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>Next Last</p> </div> <div> <p>Page (1) of (3)</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>  </div> <div> <p>© 2002-2004 Attorneys' Title Insurance Fund, Inc. Trademarks and Copyrights Privacy Policy </p> </div> </div>		Customer No.	0008999		State:FL	File Name/No.	LEBLANC20CY			Policy Type	<input type="text"/>	Policy No.	<input type="text"/>	Amount of Insurance	<input type="text"/>			Rating Date	<input type="text"/> (mmddyyyy)			Commitment Number	C- <input type="text"/>	Commitment Amount	<input type="text"/>	Timeshare Transaction?	<input type="text"/> No <input type="button" value="v"/>			Simultaneous Policy				Type:	<input type="text"/>	Number:	<input type="text"/>			Amount:	<input type="text"/>	Prior Owner's Policy - For Re-Issue Rate				Number:	<input type="text"/>		Amount:				<input type="text"/>	New Home Discount				Discount Apply?:	<input type="text"/> No <input type="button" value="v"/>	Exposure:	<input type="text"/>			Premium:	<input type="text"/>			Units:	<input type="text"/>
Customer No.	0008999		State:FL																																																																		
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		Premium:	<input type="text"/>																																																																		
		Units:	<input type="text"/>																																																																		

6. In the **Policy Type** field, type **OF6** and press TAB.
7. In the **Policy No.** field type **8200080** and press TAB.
8. In the **Amount of Insurance** field type **150000** and press TAB. \$150,000 is the amount insured on the Owner's Policy. *Note:* Do not type commas.

What You Do	Comments
<p>9. In the Rating Date field type today's date.</p>	<p>The Rating Date is the effective date of the commitment or policy. <i>Note:</i> Commitment Number/Amount field: If a commitment was issued, type in the serial number (if any) and amount. If you key in a commitment serial number, the amount is required. Timeshare Transaction field: This field defaults to No. If this transaction is for a timeshare, change selection to Yes.</p>
<p>10. Place the cursor in the Simultaneous Policy Type field, and type MF6 and press TAB.</p>	<p><i>Note:</i> Leave this field blank if there is not a simultaneous issue.</p>
<p>11. In the Number field type 8300050 and press TAB.</p>	
<p>12. In the Amount field type 100000.</p>	<p>\$100,000 is the amount insured on the Mortgagee Policy. <i>Note:</i> Do not type commas. <i>Note:</i> If Re-issue Rate is being given, complete Prior Owner's Policy section. If this transaction qualifies for a New Home Discount, then select Yes. Also enter the additional required information.</p>

What You Do

Comments

ATIDS **Policy Rating**
Policy Rate Calculation - Endorsements

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options Page (1) of (3)

[Search Menu](#) [Next](#) [Last](#)

Customer No.	0008999		State: FL
File Name/No.	LEBLANC20CY		
Policy Type	OF6	Policy No.	8200080
Amount of Insurance	150000		
Rating Date	05122011 (mmddyyyy)		
Commitment Number	C-	Commitment Amount	
Timeshare Transaction?	No		
Simultaneous Policy			
Type:	MF6	Number:	8300050
		Amount:	100000
Prior Owner's Policy - For Re-Issue Rate			
Number:			Amount:
New Home Discount			
Discount Apply?:	No	Exposure:	Premium:
			Units:

Page (1) of (3)

[Next](#) [Last](#)

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13. Click the **Next** button.The **Endorsements** screen is displayed.

ATIDS **Policy Rating**
Policy rate calculation - Endorsements

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Options Page (2) of (3)

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SPECIFY NUMBER OF ENDORSEMENTS, IF ANY, FOR EACH TYPE II AND III ENDORSEMENT

TYPE I			
ALTA 9.0-06		ALTA 9.3-06	
ALTA 9.2-06		ALTA 9.5-06	
Navigational Servitude endorsement 06		Owner, Mortgagee, Both	
Type II			
Quantity		Quantity	
<input type="checkbox"/> ALTA Assign of Mortgage 06		<input type="checkbox"/> Construction Loan Update 06	
<input type="checkbox"/> Balloon Mortgage 06		<input type="checkbox"/> Shared Appreciation	
<input type="checkbox"/> Option 06		<input type="checkbox"/> Contiguity	
<input type="checkbox"/> Survey 06		<input type="checkbox"/> Change of Partners	
<input type="checkbox"/> Foreign Currency 06			
<input type="checkbox"/> Additional Interest			
Residential, Commercial <input type="text"/>			
Type III			
Quantity	Quantity	Quantity	
<input type="checkbox"/> ALTA 4.0-06 Condominium	<input type="checkbox"/> ALTA 6.0-06 VRM	<input type="checkbox"/> Reverse Mortgage	
<input type="checkbox"/> ALTA 4.1-06 Condominium	<input type="checkbox"/> ALTA 6.2-06 VRM - negative amortization	<input type="checkbox"/> ALTA 11.0-06 Mortgage Modification	
<input type="checkbox"/> ALTA 5.0-06 PUD	<input type="checkbox"/> ALTA 7.0-06 Manufactured Housing	<input type="checkbox"/> ALTA 12.0-06 Aggregation	
<input type="checkbox"/> ALTA 5.1-06 PUD	<input type="checkbox"/> Florida 8.1 Environmental	<input type="checkbox"/> ALTA 14.2-06 Future Advance - Letter of Credit	
<input type="checkbox"/> Revolving Credit	<input type="checkbox"/> ALTA 8.1-06 Environmental	<input type="checkbox"/> ALTA 14.3-06 Future Advance - Reverse Mortgage	

Page (2) of (3)

[Previous](#) [Submit](#)

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What You Do	Comments
14. Click in the ALTA 9.0-06 field and select yes .	<i>Note:</i> Select No if there is no mortgagee policy being issued.
15. Click in the Survey 06 field and type 1 .	Typing a 1 indicates one Survey endorsement was issued.
16. Click in the Residential, Commercial field and select Residential 1-4 from the drop-down selection.	Other property type selections are available. Use the drop-down selection window for options.
17. Click in the Florida 8.1 Environmental field and type 1 .	
18. Click the Submit button	The Totals screen is displayed.

ATIDS Policy Rating
Policy rate calculation - Totals

Logout | Support | ATIDS Manual | Preferences

Options
Print
Search Menu

TOTAL RATES ARE CALCULATED FOR POLICIES AND ENDORSEMENTS
Premium calculated using rates in force as of 05/12/2011

Page (3) of (3)

ORNTIC Remittance		Premium	
ORIGINAL RATE:		ORIGINAL RATE:	
REISSUE RATE:		REISSUE RATE:	
Owner:	247.50	Owner:	825.00
Mortgagee:	7.50	Mortgagee:	25.00
Type I		Type I	
ALTA 9.0-06:	25.50	ALTA 9.0-06:	85.00
ALTA 9.2-06:		ALTA 9.2-06:	
ALTA 9.3-06:		ALTA 9.3-06:	
ALTA 9.5-06:		ALTA 9.5-06:	
Navigational Servitude-06:		Navigational Servitude-06:	
Type II:	7.50	Type II:	25.00
Type III:	7.50	Type III:	25.00
Total:	295.50	Total:	985.00


REMARKS :

Page (3) of (3)

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Insurance Policy

19. Click the **Print** button.

A printout is generated with the total premium and promulgated rates. *Note:* The **Policy Rating** transaction will only be available when a **TITLE Yes** file is opened. This requires the firm to follow up by issuing an ORNTIC/ATFS Title policy.

What You Do	Comments																												
 <p style="text-align: center;">Policy Rating Policy rate calculation - Totals</p> <p style="text-align: center;">Logout Support ATIDS Manual Preferences</p> <div> <div> Options Print Search Menu </div> <div> <p style="color: red;">TOTAL RATES ARE CALCULATED FOR POLICIES AND ENDORSEMENTS PRINT IN PROCESS - PRESS APPROPRIATE KEY TO CONTINUE</p> <p>Premium calculated using rates in force as of 05/12/2011</p> <p style="text-align: right;">Page (3) of (3)</p> </div> </div> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">ORNTIC Remittance</th> <th style="width: 50%;">Premium</th> </tr> </thead> <tbody> <tr> <td>ORIGINAL RATE:</td> <td>ORIGINAL RATE:</td> </tr> <tr> <td>REISSUE RATE:</td> <td>REISSUE RATE:</td> </tr> <tr> <td>Owner: 247.50</td> <td>Owner: 825.00</td> </tr> <tr> <td>Mortgagee: 7.50</td> <td>Mortgagee: 25.00</td> </tr> <tr> <td>Type I</td> <td>Type I</td> </tr> <tr> <td>ALTA 9.0-06: 25.50</td> <td>ALTA 9.0-06: 85.00</td> </tr> <tr> <td>ALTA 9.2-06:</td> <td>ALTA 9.2-06:</td> </tr> <tr> <td>ALTA 9.3-06:</td> <td>ALTA 9.3-06:</td> </tr> <tr> <td>ALTA 9.5-06:</td> <td>ALTA 9.5-06:</td> </tr> <tr> <td>Navigational Servitude-06:</td> <td>Navigational Servitude-06:</td> </tr> <tr> <td>Type II: 7.50</td> <td>Type II: 25.00</td> </tr> <tr> <td>Type III: 7.50</td> <td>Type III: 25.00</td> </tr> <tr> <td>Total: 295.50</td> <td>Total: 985.00</td> </tr> </tbody> </table> <p>REMARKS : <input type="text"/></p> <p style="text-align: right;">Page (3) of (3)</p>		ORNTIC Remittance	Premium	ORIGINAL RATE:	ORIGINAL RATE:	REISSUE RATE:	REISSUE RATE:	Owner: 247.50	Owner: 825.00	Mortgagee: 7.50	Mortgagee: 25.00	Type I	Type I	ALTA 9.0-06: 25.50	ALTA 9.0-06: 85.00	ALTA 9.2-06:	ALTA 9.2-06:	ALTA 9.3-06:	ALTA 9.3-06:	ALTA 9.5-06:	ALTA 9.5-06:	Navigational Servitude-06:	Navigational Servitude-06:	Type II: 7.50	Type II: 25.00	Type III: 7.50	Type III: 25.00	Total: 295.50	Total: 985.00
ORNTIC Remittance	Premium																												
ORIGINAL RATE:	ORIGINAL RATE:																												
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ALTA 9.3-06:	ALTA 9.3-06:																												
ALTA 9.5-06:	ALTA 9.5-06:																												
Navigational Servitude-06:	Navigational Servitude-06:																												
Type II: 7.50	Type II: 25.00																												
Type III: 7.50	Type III: 25.00																												
Total: 295.50	Total: 985.00																												

20. Review the **Policy/Endorsement Calculation Worksheet**.

The worksheet is to be forwarded to Fund Headquarters along with a copy of the policy and a check for the premium payable to Old Republic National Title Insurance Company.

Sample Policy Calculation Worksheet

```

ATPR DUH@                      THE FUND                      08/03/2011
                                Policy rate calculation        08:31:08
                                POLICY/ENDORSEMENT CALCULATION WORKSHEET

POLICIES
  AGENT NUMBER : 8999          STATE : FL          CUSTOMER REF : LEBLANC20CY
  POLICY TYPE-NUMBER : OF6 - 8200080          AMOUNT OF INSURANCE : 150,000.00
  RATING DATE : 08 / 03 / 2011
  COMMITMENT NUMBER : C-          AMOUNT :
  TIMESHARE (Y/N) : N
                                NEW HOME DISCOUNT(Y/N) : N
(NHD) EXPOSURE :          (NHD) PREMIUM :          .00 (NHD) UNIT NO :

SIMULTANEOUS POLICY TYPE-NUMBER: MF6 - 8300050          AMOUNT:          100,000.00
PRIOR OWNER'S POLICY:          AMOUNT:

TYPE I -  ALTA 9.0 (Y/N):  Y ALTA 9.3 (Y/N):  N
          ALTA 9.2 (Y/N):  N ALTA 9.5 (Y/N):  N
          NAVIGATIONAL SERVITUDE (Y/N): N (O)WNER, (M)ORTGAGEE, (B)OTH :

TYPE II -  CONST LOAN UPDATE          OPTION
          CONTIGUITY          SHARED APPRECIATION 1 SURVEY
          ALTA-ASSIGNMENT OF MORTGAGE          FOREIGN CURRENCY
          CHANGE OF PARTNERS          ADDITIONAL INTEREST
          (R)ESIDENTIAL 1-4, (G)REATER THAN 1-4 RESIDENTIAL, (C)OMMERCIAL : R

TYPE III-  ALTA 4.0          ALTA 6.0          ALTA 14.3 FUTURE ADV REV MT
          ALTA 4.1          ALTA 6.2
          ALTA 5.0          ALTA 7.0          REVERSE MORTGAGE
          ALTA 5.1          ALTA 8.1          REVOLVING CREDIT
          ALTA 11.0          ALTA 12.0          1 FLORIDA FORM 8.1
          ALTA 14.0          ALTA 14.1          ALTA 14.2

          PREMIUM CALCULATED USING RATES IN FORCE AS OF 08/03/2011
          ORNTIC REMITTANCE          PREMIUM
ORIGINAL RATE:          ORIGINAL RATE:

          OWNER:          247.50          OWNER:          825.00
          MORTGAGEE:          7.50          MORTGAGEE:          25.00
          TYPE I          TYPE I
          ALTA 9.0 :          25.50          ALTA 9.0 :          85.00
          ALTA 9.2 :
          ALTA 9.3 :
          ALTA 9.5 :
          NAVIGATIONAL SERVITUDE:          NAVIGATIONAL SERVITUDE:
          TYPE II:          7.50          TYPE II:          25.00
          TYPE III:          7.50          TYPE III:          25.00
          TOTAL DUE ORNTIC :          295.50          TOTAL PREMIUM:          985.00

FOR ORNTIC USE-PREMIUM :          DUE :          REFUND :

```


Obtaining Base Title Information

Lesson 2 - Obtaining Base Title Information

Concept

In this Chapter you will learn to use contract or property information to search for all prior title policies issued by The Fund or NATIC or processed by ATFS for subdivisions and condominiums. If a prior policy exists, you will also learn how to order a hard copy of the prior policy and a Chain ATIDS Pre-Computer product, which is used when the base is dated prior to the on-line computer records. You will also learn to view the certification information for property records in on-line counties.

Objectives

- Change the search county.
- View on-line certification dates for property records.
- Search for a prior policy issued on The Fund or processed through The Fund.
- Order a copy of a prior Fund or ORNTIC/ATFS policy.
- Order a Chain ATIDS Pre-Computer (Product #14) from a Fund branch.

Transaction Information

Residential Contract For Sale And Purchase

THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR



1* **PARTIES:** _____ GREG BISHOFF and LORALEE BISHOFF _____ ("Seller"),
 2* and _____ CHERYL TULLIER _____ ("Buyer"),
 3 agree that Seller shall sell and Buyer shall buy the following described Real Property and Personal Property
 4 (collectively "Property") pursuant to the terms and conditions of this Residential Contract For Sale And Purchase and
 5 any riders and addenda ("Contract"):

6 **1. PROPERTY DESCRIPTION:**

7* (a) Street address, city, zip: 8344 Brandeis Circle, Sarasota Florida 34243
 8* (b) Property is located in: MANATEE County, Florida. Real Property Tax ID No: _____
 9* (c) Legal description of the Real Property: Lot 21 of UNIVERSITY PINES
 10* Plat Book 22, Page 65 of the Public Records of Manatee County, FL.
 11 together with all existing improvements and fixtures, including built-in appliances, built-in furnishings and
 12 attached wall-to-wall carpeting and flooring ("Real Property") unless specifically excluded below.
 13 (d) Personal Property: The following items owned by Seller and existing on the Property as of the date
 14 of the initial offer are included in the purchase ("Personal Property"): (i) range(s)/oven(s), dishwasher(s),
 15 disposal, ceiling fan(s), intercom, light fixtures, rods, draperies and other window treatments, garage door
 16 openers, and security gate and other access devices; and (ii) those additional items checked below. If
 17* additional details are necessary, specify below. If left blank, the item below is not included:

<input checked="" type="checkbox"/> Refrigerator(s)	<input type="checkbox"/> Smoke detector(s)	<input type="checkbox"/> Pool barrier/fence	<input type="checkbox"/> Storage shed
<input type="checkbox"/> Microwave oven	<input type="checkbox"/> Security system	<input type="checkbox"/> Pool equipment	<input type="checkbox"/> TV antenna/satellite dish
<input checked="" type="checkbox"/> Washer	<input type="checkbox"/> Window/wall a/c	<input type="checkbox"/> Pool heater	<input type="checkbox"/> Water softener/purifier
<input checked="" type="checkbox"/> Dryer	<input type="checkbox"/> Generator	<input type="checkbox"/> Spa or hot tub with heater	<input type="checkbox"/> Storm shutters and panels
<input type="checkbox"/> Stand-alone ice maker		<input type="checkbox"/> Above ground pool	

18 The only other items of Personal Property included in this purchase, and any additional details regarding
 19* Personal Property, if necessary, are: range, window treatments and paddle fans
 20* _____
 21 Personal Property is included in the Purchase Price, has no contributory value, and shall be left for the Buyer.
 22* (e) The following items are excluded from the purchase: _____
 23* _____

24* **2. PURCHASE PRICE (U.S. currency):** \$ 124,000

View/Change County

What You Do	Comments						
<p>ATIDS Main Menu For the County of ORANGE</p> <p>Logout Support ATIDS Manual Preferences</p> <table border="1"> <tr> <td> FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE) </td> <td> COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD) </td> <td> MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID) </td> </tr> <tr> <td> BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL) </td> <td> SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10) </td> <td> REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11) </td> </tr> </table> <p><small>The FINS Fund</small></p> <p><small>© 2002-2004 Attorneys' Title Insurance Fund, Inc. Trademarks and Copyrights Privacy Policy</small></p>	FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD)	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)	BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11)	
FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD)	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)					
BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11)					

1. On the **Main Menu**, click The **View/Change County** screen is the **Change County** displayed button.

What You Do

Comments

ATIDS View/Change County

Logout | Support | ATIDS Manual | Preferences

Options

Search Menu

Main Menu

*O=ONLINE, I=IMAGED, T=TAX, G=GRANTOR/GRANTEE
TO CHANGE SEARCH COUNTY, SELECT FROM DROP-DOWN LIST AND CLICK
UPDATE COUNTY.*

Current Search County: **ORANGE - OIT**

Update County

ALACHUA	OIT	FRANKLIN		LEE	OI	PINELLAS	OIT
BAKER		GADSDEN	I	LEON	OI	POLK	OIT
BAY	IG	GILCHRIST	I	LEVY		PUTNAM	I
BRADFORD		GLADES		LIBERTY		SANTA ROSA	OI
BREVARD	OI	GULF		MADISON		SARASOTA	OIT
BROWARD	OIT	HAMILTON		MANATEE	OI	SEMINOLE	OI
CALHOUN		HARDEE	I	MARION	OI	ST JOHNS	I
CHARLOTTE	OI	HENDRY	OI	MARTIN	OI	ST LUCIE	OI
CITRUS	I	HERNANDO	OI	MIAMI-DADE	OIT	SUMTER	OI
CLAY	I	HIGHLANDS	OI	MONROE	OI	SUWANNEE	
COLLIER	OIT	HILLSBOROUGH	OIT	NASSAU	I	TAYLOR	
COLUMBIA	I	HOLMES		OKALOOSA	IG	UNION	
DESOTO	OI	INDIAN RIVER	OI	OKEECHOBEE	OI	VOLUSIA	OI
DIXIE		JACKSON		ORANGE	OIT	WAKULLA	
DUVAL	OI	JEFFERSON		OSCEOLA	OI	WALTON	IG
ESCAMBIA	OI	LAFAYETTE		PALM BEACH	OIT	WASHINGTON	
FLAGLER	OI	LAKE	OI	PASCO	OI		

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- Select **Manatee** county from the drop-down choice box in the **Current Search County** area.
- Click the **Update County** button. The **Current Search County** changes to Manatee county

ATIDS View/Change County

Logout | Support | ATIDS Manual | Preferences

Options

Search Menu

Main Menu

*O=ONLINE, I=IMAGED, T=TAX, G=GRANTOR/GRANTEE
TO CHANGE SEARCH COUNTY, SELECT FROM DROP-DOWN LIST AND CLICK
UPDATE COUNTY.*

Current Search County: **MANATEE - OI**

Update County

ALACHUA	OIT	FRANKLIN		LEE	OI	PINELLAS	OIT
BAKER		GADSDEN	I	LEON	OI	POLK	OIT
BAY	IG	GILCHRIST	I	LEVY		PUTNAM	I

- Click the **Main Menu** button under the **Options** section. The **Main Menu** is displayed.

County Certification Information

The **County Certification Information** transaction is used to view certification information for property records in on-line counties. The system displays the date the county came on-line and the date and time of the on-line county's certification. The most current posting and certification to the **Property Index** are also displayed. This is shown with Official Records (OR) book and page number, except in some counties where it is shown with the Official Records Instrument number (i.e. Sarasota, Baker, Lee, Desoto and Gilchrist counties).

What You Do

Comments

1. From the Main Menu, click the **County Certification Information** button. The **County Certification Information** screen is displayed.

ATIDS County Certification Information

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

[Print](#)

[Search Menu](#)

[Main Menu](#)

[Next](#)

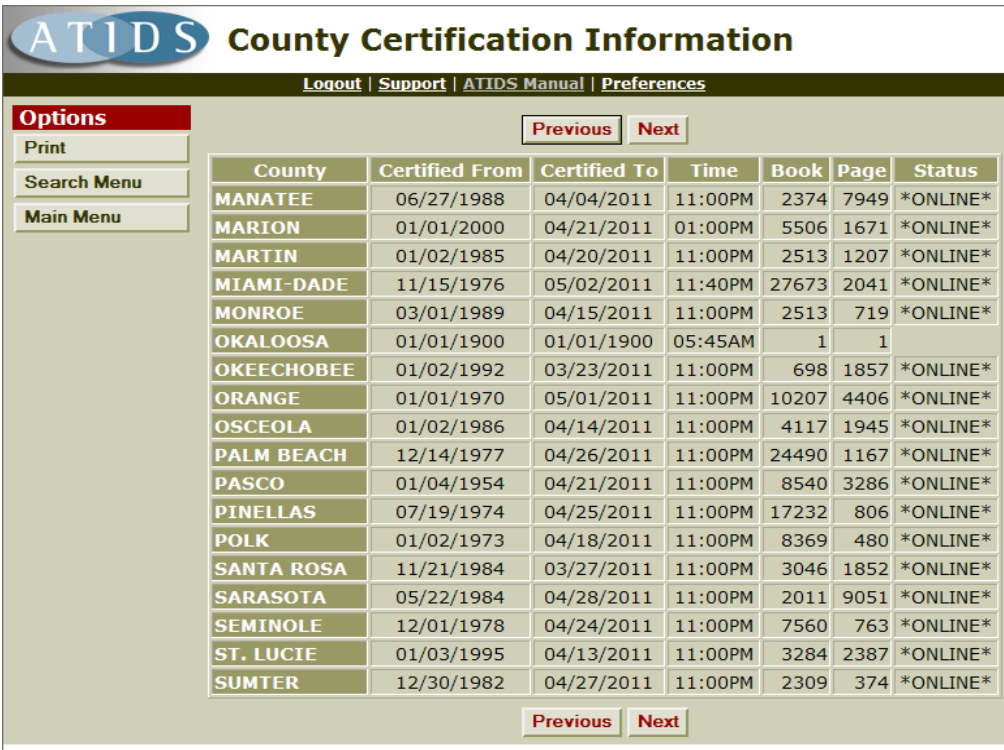
County	Certified From	Certified To	Time	Book	Page	Status
ALACHUA	01/04/1982	04/19/2011	11:00PM	4026	2376	*ONLINE*
BAY	01/01/1900	01/01/1900	05:45AM	1	1	
BREVARD	08/28/1985	04/25/2011	11:00PM	6373	535	*ONLINE*
BROWARD	06/30/1971	05/05/2011	11:00PM	47898	700	*ONLINE*
CHARLOTTE	01/04/1955	04/24/2011	11:00PM	3565	1611	*ONLINE*
COLLIER	05/06/1980	04/26/2011	11:00PM	4675	2108	*ONLINE*
DESOTO	10/30/1975	04/29/2011	11:00PM	2011	3370	*ONLINE*
DUVAL	10/12/1988	04/14/2011	11:00PM	15573	2391	*ONLINE*
ESCAMBIA	10/28/1980	04/24/2011	11:00PM	6712	1804	*ONLINE*
FLAGLER	10/02/1972	03/29/2011	11:00PM	1810	1997	*ONLINE*
HENDRY	04/03/1989	03/29/2011	11:00PM	831	1997	*ONLINE*
HERNANDO	05/27/1982	04/06/2011	11:00PM	2814	1953	*ONLINE*
HIGHLANDS	01/02/2001	05/01/2011	11:00PM	2280	1918	*ONLINE*
HILLSBOROUGH	10/11/1974	04/13/2011	11:00PM	20461	1138	*ONLINE*
INDIAN RIVER	06/01/1987	04/28/2011	11:00PM	2493	2282	*ONLINE*
LAKE	07/27/1977	05/03/2011	11:00PM	4028	1587	*ONLINE*
LEE	01/02/1974	04/27/2011	11:00PM	2011	9991	*ONLINE*
LEON	08/16/1988	04/25/2011	11:00PM	4239	1271	*ONLINE*

[Next](#)

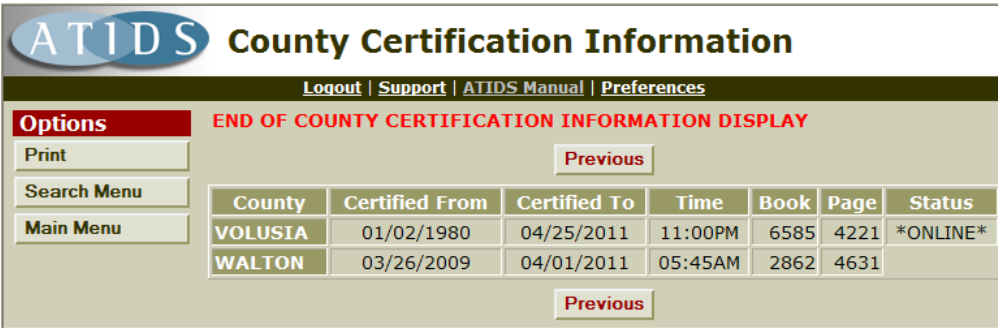
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2. Click the **Next** button.

The second screen is displayed. *Note:* Manatee county on-line 06/27/1988. Be sure to compare this date with the effective date of the prior policy before proceeding with the property search.

What You Do	Comments																																																																																																																																					
 <p>The screenshot shows the ATIDS County Certification Information screen. The 'Options' menu on the left includes 'Print', 'Search Menu', and 'Main Menu'. The table displays certification information for 18 counties. The 'Previous' and 'Next' buttons are located above and below the table.</p> <table border="1"> <thead> <tr> <th>County</th> <th>Certified From</th> <th>Certified To</th> <th>Time</th> <th>Book</th> <th>Page</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>MANATEE</td><td>06/27/1988</td><td>04/04/2011</td><td>11:00PM</td><td>2374</td><td>7949</td><td>*ONLINE*</td></tr> <tr><td>MARION</td><td>01/01/2000</td><td>04/21/2011</td><td>01:00PM</td><td>5506</td><td>1671</td><td>*ONLINE*</td></tr> <tr><td>MARTIN</td><td>01/02/1985</td><td>04/20/2011</td><td>11:00PM</td><td>2513</td><td>1207</td><td>*ONLINE*</td></tr> <tr><td>MIAMI-DADE</td><td>11/15/1976</td><td>05/02/2011</td><td>11:40PM</td><td>27673</td><td>2041</td><td>*ONLINE*</td></tr> <tr><td>MONROE</td><td>03/01/1989</td><td>04/15/2011</td><td>11:00PM</td><td>2513</td><td>719</td><td>*ONLINE*</td></tr> <tr><td>OKALOOSA</td><td>01/01/1900</td><td>01/01/1900</td><td>05:45AM</td><td>1</td><td>1</td><td></td></tr> <tr><td>OKEECHOBEE</td><td>01/02/1992</td><td>03/23/2011</td><td>11:00PM</td><td>698</td><td>1857</td><td>*ONLINE*</td></tr> <tr><td>ORANGE</td><td>01/01/1970</td><td>05/01/2011</td><td>11:00PM</td><td>10207</td><td>4406</td><td>*ONLINE*</td></tr> <tr><td>OSCEOLA</td><td>01/02/1986</td><td>04/14/2011</td><td>11:00PM</td><td>4117</td><td>1945</td><td>*ONLINE*</td></tr> <tr><td>PALM BEACH</td><td>12/14/1977</td><td>04/26/2011</td><td>11:00PM</td><td>24490</td><td>1167</td><td>*ONLINE*</td></tr> <tr><td>PASCO</td><td>01/04/1954</td><td>04/21/2011</td><td>11:00PM</td><td>8540</td><td>3286</td><td>*ONLINE*</td></tr> <tr><td>PINELLAS</td><td>07/19/1974</td><td>04/25/2011</td><td>11:00PM</td><td>17232</td><td>806</td><td>*ONLINE*</td></tr> <tr><td>POLK</td><td>01/02/1973</td><td>04/18/2011</td><td>11:00PM</td><td>8369</td><td>480</td><td>*ONLINE*</td></tr> <tr><td>SANTA ROSA</td><td>11/21/1984</td><td>03/27/2011</td><td>11:00PM</td><td>3046</td><td>1852</td><td>*ONLINE*</td></tr> <tr><td>SARASOTA</td><td>05/22/1984</td><td>04/28/2011</td><td>11:00PM</td><td>2011</td><td>9051</td><td>*ONLINE*</td></tr> <tr><td>SEMINOLE</td><td>12/01/1978</td><td>04/24/2011</td><td>11:00PM</td><td>7560</td><td>763</td><td>*ONLINE*</td></tr> <tr><td>ST. LUCIE</td><td>01/03/1995</td><td>04/13/2011</td><td>11:00PM</td><td>3284</td><td>2387</td><td>*ONLINE*</td></tr> <tr><td>SUMTER</td><td>12/30/1982</td><td>04/27/2011</td><td>11:00PM</td><td>2309</td><td>374</td><td>*ONLINE*</td></tr> </tbody> </table>	County	Certified From	Certified To	Time	Book	Page	Status	MANATEE	06/27/1988	04/04/2011	11:00PM	2374	7949	*ONLINE*	MARION	01/01/2000	04/21/2011	01:00PM	5506	1671	*ONLINE*	MARTIN	01/02/1985	04/20/2011	11:00PM	2513	1207	*ONLINE*	MIAMI-DADE	11/15/1976	05/02/2011	11:40PM	27673	2041	*ONLINE*	MONROE	03/01/1989	04/15/2011	11:00PM	2513	719	*ONLINE*	OKALOOSA	01/01/1900	01/01/1900	05:45AM	1	1		OKEECHOBEE	01/02/1992	03/23/2011	11:00PM	698	1857	*ONLINE*	ORANGE	01/01/1970	05/01/2011	11:00PM	10207	4406	*ONLINE*	OSCEOLA	01/02/1986	04/14/2011	11:00PM	4117	1945	*ONLINE*	PALM BEACH	12/14/1977	04/26/2011	11:00PM	24490	1167	*ONLINE*	PASCO	01/04/1954	04/21/2011	11:00PM	8540	3286	*ONLINE*	PINELLAS	07/19/1974	04/25/2011	11:00PM	17232	806	*ONLINE*	POLK	01/02/1973	04/18/2011	11:00PM	8369	480	*ONLINE*	SANTA ROSA	11/21/1984	03/27/2011	11:00PM	3046	1852	*ONLINE*	SARASOTA	05/22/1984	04/28/2011	11:00PM	2011	9051	*ONLINE*	SEMINOLE	12/01/1978	04/24/2011	11:00PM	7560	763	*ONLINE*	ST. LUCIE	01/03/1995	04/13/2011	11:00PM	3284	2387	*ONLINE*	SUMTER	12/30/1982	04/27/2011	11:00PM	2309	374	*ONLINE*	
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3. Click the **Next** button. The third screen is displayed



The screenshot shows the ATIDS County Certification Information screen with the message 'END OF COUNTY CERTIFICATION INFORMATION DISPLAY'. The table displays certification information for Volusia and Walton counties. The 'Previous' button is located above and below the table.

County	Certified From	Certified To	Time	Book	Page	Status
VOLUSIA	01/02/1980	04/25/2011	11:00PM	6585	4221	*ONLINE*
WALTON	03/26/2009	04/01/2011	05:45AM	2862	4631	

4. Click the **Main Menu** button under the **Options** section. The **Main Menu** is displayed.

Finding A Prior Policy - Subdivisions/Condominiums

Use the **Policy Search and Order** transaction to search for prior Fund or NATIC title policies as well as ORNTIC policies issued through ATFS for subdivisions, condominiums, and acreage legal descriptions. Corresponding plat information is displayed, along with the number of policies found, if any. ***Prior policies are available only when ordered directly through ATIDS and when opening a TITLE Yes file.***

Try This

You have the transaction information for the Bishoff file at the beginning of the lesson. Use it, together with the information you have just obtained about the prior title insurance policies, to conduct the property search on the University Pines property.

What You Do	Comments
1. Search Menu > Add/Change/Find Files	Open a new file using the Title Yes bill code.

What You Do	Comments
-------------	----------

ATIDS Search Menu

Logout | Support | ATIDS Manual | Preferences

Options

- Add/Change/Find File
- Subdivision/Condo Search
- Acreage/Govt Lot Search
- Update Property Search
- Name Search
- Multiple Name Search
- Update Name Search
- Policy Rating
- Policy Search and Order
- Main Menu

Search Form:

County: **MANATEE - OI** [Update County]

Customer No.: 899916

Name: RICHARD P. BRUCE, ESQ.

Address: 5955 T.G. LEE BLVD.
ORLANDO, FL 32828

File Name/No.: []

Delivery Options:

- Display Search Results: ☐
- Print Search Results: ☒
- Send to Document Order Queue: ☒
- Send to ProPel Queue: ☐

**LEGALS CERTIFIED 06/27/1988 THRU 04/04/2011 AT 11:00 PM
REF: 2374 / 7949
G/G CERTIFIED 01/01/1900 THRU 04/04/2011 AT 11:00 PM
REF: 2374 / 7949**

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[Privacy Policy](#)

- Confirm that the **County** field shows Manatee. If it does not, select **Manatee** county from the drop down box.

What You Do	Comments
3. Click the Policy Search and Order button	The Policy Search screen displays.

ATIDS Policy Legal Entry

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

- Revise Policy Search
- New Search
- Reprint Confirmation
- Customer Information
- Delete Legal
- Search Menu

Enter either a Source of Plat or a Section Township and Range

County: **MANATEE - 01**

File Name/No.: **BISHOFF20CY**

Source of Plat	Book Number	Page Number	L1 Lots/Units	L2 Block/Bldg	L3 Sec/Twn/Rng
PB-Plat Book					

OR

Section: Township: **S** Range: **E**

S or G: Code:

Search From Date: (mmddyyyy) Through Date: (mmddyyyy)

Next

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4. In the **Source of Plat** field, select PB-Plat Book.

What You Do	Comments

- Click in the **Book Number** field and type **22** and press TAB.
- In the **Page Number** field type **65** and press TAB.
- In the **L1 Lots/Units** field type **21**.

Note: The **Search From Date** indicates 01011900, an erroneous date in order to search as far back as possible for that county. The **Through Date** defaults to the most current available date for that county.

What You Do	Comments

8. Click the **Next** button.

A summary of the prior policies found for the search is displayed. *Note:* To select and order policies, **Bill Code** must be **Title or Interval Yes**.

What You Do	Comments
-------------	----------

Note:

- The prior policy information is displayed in the following order: **Flagged**, **Policy Type**, **Policy #**, **Policy Effective Date**, **Issuing Agent #**, **Policy Amt.**, **Recording Ref.**, and **Seq.** of the document being insured. Legal descriptions are indented directly below the policy information.
- To select and order policies, **Bill Code** must be **Title or Interval Yes**.
- To search an entire block or building, leave **L1** blank and key in a block or building in **L2**.
- Please refer to the Appendices in the ATIDS manual for policy type codes.
- **Flagged Policies:** If a policy cannot be used as a base (for example, a claim has been filed or is incomplete), an asterisk (*) is displayed if there is a claim against the policy. a **(U)** is displayed in the **Flagged** column next to the **Policy Type** for incomplete policies. You will need to select another policy or order a **TAC**, if available.
- **IT IS MANDATORY TO OPEN THE FILE AND PERFORM A PROPERTY SEARCH BEFORE A PRIOR POLICY CAN BE ORDERED.**

- Click the **Next** button. The prior policy search results are displayed with detailed policy information.

ATIDS
Subdivisions For MANATEE County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options **TO SELECT AND ORDER POLICIES, BILL CODE MUST BE TITLE OR INTERVAL.**

[Revise Policy Search](#)

[New Search](#)

[Search Menu](#)

Source of Plat	Book	Page	L1 Lots/Units	L2 Block/Bldg	L3 Sec/Twn/Rng
PB	22	65	21		

[Go To Page](#) of 0001

S	R	TYPE	Policy#	Eff. Date	Iss Agent#	Pol Amt	Ins Doc	L1	L2	L3
		OP	521058	03/26/1985	5852	\$69,900	OR 1107 966			
									21	
		MP	622986	03/26/1985	5852	\$25,000	OR 1107 971			
									21	

[Search From Date](#) [Through Date](#)

[Submit](#)

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What You Do	Comments
<ul style="list-style-type: none"> • Note: Title Status Report. A Title Status Report is a report on the property regarding the status of title up to the recording of the subject plat or the recording of the declaration of condominium. You cannot order a Title Status Report because they are used by Fund Branch personnel. However, when a Title Status Report exists, you can order a Title Assumption Certificate (TAC) for a Title Policy Intent "Yes" file. The TAC shows the status of the title to a platted lot or condominium unit. When using a TAC as the base title, start the search from the date of plat (subdivisions) or the date of the declaration of condominium (condominiums). To order the TAC, use the Order Branch Products transaction. 	
10. Print current screen.	You may print screen by right clicking and selecting Print.
11. Click the Search Menu button under the Options section.	The Search Menu is displayed.

Try this - Continued

What You Do	Comments
12. Search Menu > Subdivision/Condo Search	Search the University Pines property.

What You Do	Comments
13. Review and verify search criteria	Search from dates are dictated by the certified from date for the county being searched.

ATIDS Subdivision / Condo Search
For MANATEE County

Logout | Support | ATIDS Manual | Preferences

Options 35 INSTRUMENTS FOUND FOR SEARCH ARGUMENTS

Search Menu Deliver Search Results

Sub/Condo Name
UNIVERSITY PINES

Date of Plat 12/20/1984

Authorized Levels L / /

PLAT CERTIFIED - ALL POSTINGS CONFORM TO AUTHORIZED LEGALS.
FUND BRANCH CERTIFIED THROUGH 07/15/2011 AT 11:00 PM

File Name/No. BISHOFF20CY

(mmddyyyy) (mmddyyyy)

Search From Date 06271988 Through Date 04042011 Document Filter

Source of Plat PB-Plat Book Book 22 Page 65

L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng
21		

No Exact Policy Match - Subdivision/Condominium Property

If no exact match prior policy can be found on property to be examined in a subdivision or condominium, a Fund member has the option of examining the property to be insured from the date of plat or recording of the Declaration of Condominium, and ordering prior policies on *other* property in the same subdivision or condominium. A minimum of two prior Fund policies within the same subdivision or condominium issued by different agents must be ordered. The prior policies for subdivisions should be on lots in close proximity to the property to be insured. The member must compare exceptions on Schedule B of the prior policies and include all exceptions in the new policy which affect the property being insured.

Using Similar Prior Subdivision/Condominium Policies

What You Do	Comments
1. Search for an exact match prior policy on the property. If no prior Fund policy is found, go to step 2	

What You Do	Comments
2. Determine if a Title Status Report exists for the subdivision/condominium. If no Title Status Report exists, go to step 3.	Although a Title Status Report is not available to Fund Members, Branch personnel will use the Title Status Report to prepare a Title Assumption Certificate for use by the member. It may be necessary to phone the Fund Branch to inquire about and order the Title Assumption Certificate .
3. Search for inexact match prior policies on nearby lots in the same subdivision or any other units within the condominium.	
4. Perform a property search on the property to be insured, using the date of plat of the subdivision or the recording date of the Declaration of Condominium as the Search From date.	
5. Order two prior policies, each issued by different Fund members. For condominium property, order two policies on any units, each issued by different Fund member.	This assumes the inexact prior policy matches were found.
6. Compare the Schedule B exceptions on each of the selected lots or units. Include all exceptions that affect the property being insured in the new policy.	This assumes the inexact prior policy matches were found.

No Prior Policy - Subdivisions Only

When no prior title policy is available to use as a title base, The Fund permits the examination to begin with the deed into the developer of subdivision property, *provided* (1) that the plat has been of record for *seven or more years* and (2) the streets and common areas on the plat are dedicated to the public.

Using Plat As Title Base

What You Do	Comments
1. Use the Plat Information From Plat Name transaction to verify that the source of plat date for the subdivision is at least seven years old.	If the plat has not been of record for at least 7 years, the plat may not be used as a base title for examination purposes.
2. Order a copy of the plat. Verify that the streets and common areas on the plat are dedicated to the public.	If the streets and common areas shown on the plat are not dedicated to the public, the plat may not be used as a base title for examination purposes.
3. Determine the underlying legal description of the platted property.	This and the following steps assume that the plat has been of record for seven or more years and that the streets and common areas shown thereon were dedicated to the public.
4. Identify the date of the deed into the platting developer by performing a DEEDS search on the underlying property and review the property search printout.	
5. Perform full property searches on both the subject property and the related underlying property. Start the search on the underlying property with the recording date of the deed into the developer. Start the search on the subject property with the recording date of the plat and order hard copies of the documents that are not eliminated.	

What You Do	Comments
6. Perform a DEEDS search on several lots close to the subject lot, then review the printout and select a lot that has been conveyed by the developer.	
7. Perform a full property search on the selected lot. Start with the recording date of the plat.	
8. Review the printouts for any documents that would confirm there are liens or encumbrances <i>not</i> identified in the search of the underlying or subject property. Order hard copies of documents that may apply.	

No Prior Policy - Condominiums Only

When no prior title policy is available to use as a title base, The Fund permits the examination to begin with the deed into the developer of condominium property, *provided* that the declaration of condominium has been of record for *seven or more years*.

Using Declaration of Condominium As Title Base

What You Do	Comments
1. Use the Plat Information From Plat Name transaction to verify that the source of plat date for the condominium is at least seven years old.	If the declaration of condominium has not been of record for at least 7 years, it may not be used as a base title for examination purposes.
2. Order a copy of the declaration of condominium.	

What You Do	Comments
3. Determine the underlying legal description of the condominium.	This and the following steps assume that the declaration of condominium has been of record for seven or more years.
4. Identify the date of the deed into the condominium developer by performing a DEEDS search on the underlying property and review the property search printout.	
5. Perform full property searches on both the subject property and the related underlying property. Start the search on the underlying property with the recording date of the deed into the developer. Start the search on the subject property with the recording date of the declaration of condominium and order hard copies of the documents that are not eliminated.	
6. Perform a DEEDS search on the condominium, then review the printout and select a unit that has been conveyed by the developer.	
7. Perform a full property search on the selected unit. Start with the recording date of the declaration of condominium.	

What You Do	Comments
8. Review the printouts for any documents that would confirm there are liens or encumbrances <i>not</i> identified in the search of the underlying or subject property. Order hard copies of documents that may apply.	

Ordering A Prior Policy

The **Prior Policy Order** transaction is used to order a hard copy of a prior Fund or ORNTIC/ATFS policy when issuing an ORNTIC/ATFS policy. ***A TITLE or Interval Yes file must be opened and the property search performed in a Subdivision/Condo Search transaction or Acreage/Govt Lot Search transaction before ordering a prior policy.***

What You Do	Comments
1. From the Search Menu Confirm that the County field shows Manatee.	If it does not, select Manatee county from the drop down box.

ATIDS Search Menu

Logout | Support | ATIDS Manual | Preferences

O=Online; I=Imaged; T=Taxes; G=Grantor/Grantee

County: MANATEE - 01 [Update County](#)

Customer No.: 899916

Name: RICHARD P. BRUCE, ESQ.

Address: 5955 T.G. LEE BLVD.
ORLANDO, FL 32828

File Name/No.: BISHOFF20CY

Delivery Options

Display Search Results ☐ Print Search Results ☒

Send to Document Order Queue ☒

Send to ProPel Queue ☐

LEGALS CERTIFIED 06/27/1988 THRU 04/04/2011 AT 11:00 PM REF: 2374 / 7949
G/G CERTIFIED 01/01/1900 THRU 04/04/2011 AT 11:00 PM REF: 2374 / 7949

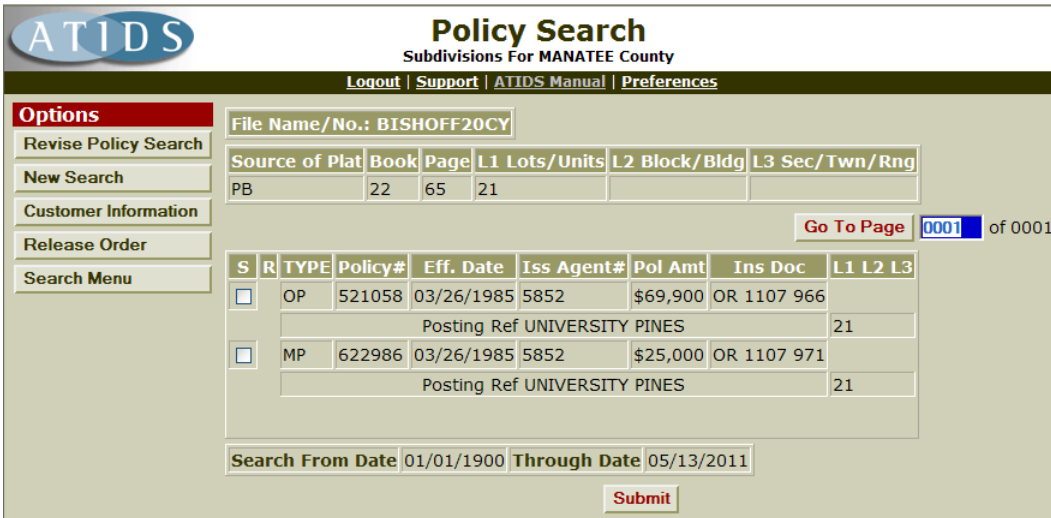
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- Confirm that the **File Name/No.** shows the correct information. If it does not, type **[Your File Number]**
- Click the **Policy Search and Order** button. The **Policy Search and Order** screen is displayed. Your file number should be displayed with the legal information previously entered.

What You Do	Comments

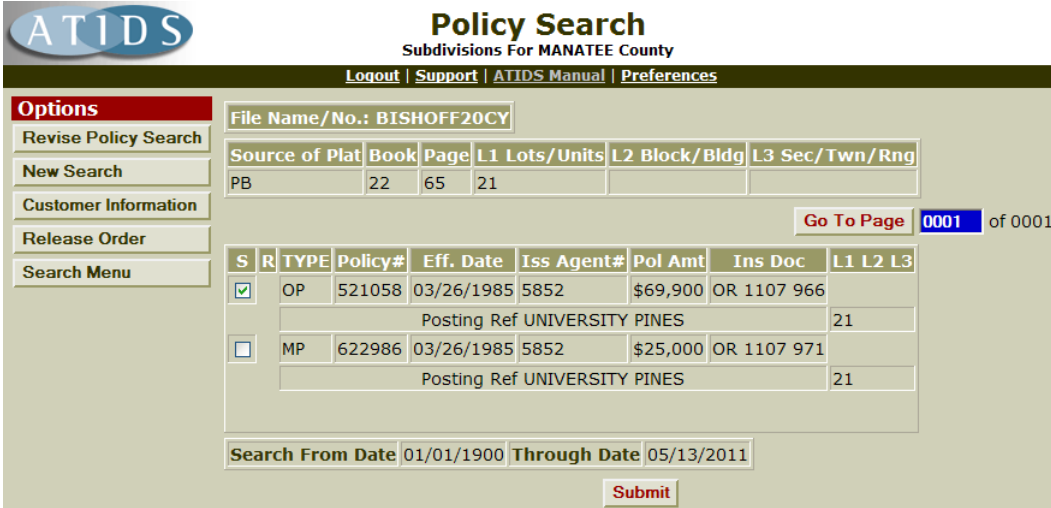
4. Click the **Next** button. A summary of the prior policies found for the search is displayed.

5. Click the **Next** button. The prior policy search results are displayed with the detailed policy information.

What You Do		Comments
 <p>The screenshot shows the ATIDS Policy Search interface. On the left is an 'Options' menu with buttons: 'Revise Policy Search', 'New Search', 'Customer Information', 'Release Order', and 'Search Menu'. The main area has a search form with 'File Name/No.: BISHOFF20CY'. Below this is a table with columns: 'Source of Plat', 'Book', 'Page', 'L1 Lots/Units', 'L2 Block/Bldg', and 'L3 Sec/Twn/Rng'. The table contains one row: 'PB', '22', '65', '21'. To the right of the table is a 'Go To Page' field showing '0001' of 0001. Below the table is a table with columns: 'S', 'R', 'TYPE', 'Policy#', 'Eff. Date', 'Iss Agent#', 'Pol Amt', 'Ins Doc', 'L1', 'L2', 'L3'. The table contains two rows. The first row is for 'OP' (Owner's Policy) with 'Policy# 521058', 'Eff. Date 03/26/1985', 'Iss Agent# 5852', 'Pol Amt \$69,900', 'Ins Doc OR 1107 966', and 'L1 21'. The second row is for 'MP' (Mortgagee Policy) with 'Policy# 622986', 'Eff. Date 03/26/1985', 'Iss Agent# 5852', 'Pol Amt \$25,000', 'Ins Doc OR 1107 971', and 'L1 21'. Below the table are 'Search From Date' (01/01/1900) and 'Through Date' (05/13/2011) fields, and a 'Submit' button.</p>		

- Select **OP** for the Owner's Policy by clicking in the **S** box.

Note: **S** is for Select; **R** for Released. When possible, use the Owner's Policy as the base title. If a prior Owner's Policy is not available, then use a prior Mortgagee Policy. However, the **Search From Date** on the Property Search performed will need to start from the recording date of the deed into the mortgageor.




This screenshot is identical to the one above, but the checkbox in the 'S' column for the 'OP' row is now checked, indicating that the Owner's Policy has been selected as the base title.

What You Do	Comments
7. Click the Customer Information button.	The Delivery Information screen is displayed.

- | | |
|---|--|
| <p>8. Place the cursor in the first Phone field and type 407 then press TAB and type 555 then press TAB and type 5000.</p> <p>9. Place the cursor in the first Fax field and type 407 then press TAB and type 555 then press TAB and type 5001.</p> <p>10. Tab to the Ordered By field and type [Your Name]</p> <p>11. Tab to the Responsible Party field and type Richard Bruce.</p> <p>12. Tab to the Deliver By field and select the delivery method desired.</p> | <p><i>Note:</i> Use the TAB key to navigate through the Phone field.</p> <p><i>Note:</i> The Fax field is a required field if the Delivery By field is set to Fax.</p> <p>Richard Bruce is the party responsible for the charges, because he has asked his Paralegal to order the prior policy.</p> <p><i>Note:</i> When ProPel® is enabled, it will default to the ProPel delivery method.</p> |
|---|--|

What You Do

Comments



ATIDS **Delivery Information**
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Revise Policy Search](#)
[New Policy Search](#)
[First Legal](#)
[Release Order](#)
[Search Menu](#)

County: MANATEE - OI
 File Name/No.: BISHOFF20CY
 Customer A/R Number: 899916

DELIVER TO :
 Name: RICHARD P. BRUCE, ESQ.
 Address: 5955 T.G. LEE BLVD.
 ORLANDO FL 32828


Phone: (407) 555 - 5000
 Fax: (407) 555 - 5001
 Data Expiration: //

Ordered By: Ima Paralegal
 Responsible Party: Richard Bruce
 Deliver By: ProPel

Submit

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13. Click the **Release Order** button. The prior policy order is released to the prior policy order department and a confirmation sheet is printed in the Fund member's office. An order number is provided. *Note:* If the legal on the policy does not match the legal on the property search, an error message will appear and the order will not be released.



ATIDS **Policy Search**
 Policy Legal Entry
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Revise Policy Search](#)
[New Search](#)
[Reprint Confirmation](#)
[Customer Information](#)
[Delete Legal](#)
[Search Menu](#)

ORDER FL099-11-045321 RELEASED TO THE PRIOR POLICY DEPARTMENT.
 Enter either a Source of Plat or a Section Township and Range

County: MANATEE - OI
 File Name/No.: BISHOFF20CY

Source of Plat	Book Number	Page Number	L1 Lots/Units	L2 Block/Bldg	L3 Sec/Twn/Rng
PB-Plat Book	22	65	21		

OR

Section: Township: S Range: E
 S or G: Code:

Search From Date: 01011900 Through Date: 05132011

Next

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Sample of Prior Policy Order Confirmation

```
ATID  DUH@          **** ATTORNEYS' TITLE FUND SERVICES, LLC. ****   08/03/2011
                                POLICY ORDER CONFIRMATION                                08:37:42

PAGE : 1
AGENT NO : 00089999
CUSTOMER NO : 000899969
REQUEST ID : FL099-11-071649
NAME : CHRIS BISHOP - DO NOT SEND
ADDRESS : THE FUND TRAINING DEPT
          HEADQUARTERS
          ORLANDO FL 32822

FILE/ORDER REF: BISHOFF20CY
ORDERED BY: CHRIS
RESPONSIBLE PARTY: CHRIS

          DELIVER BY : ELECTRONIC
          PHONE : (407) 240-3863
          FAX : (000) 000-0000

FORM POLICY #      ISSUING      EFF DATE      PREVIOUSLY ORDERED
                   MEMBER      DATE          DATE          TIME

OP      521058      5852      03/26/1985
ORDER SENT TO POLICY DEPARTMENT
WARNING: ALLOW ONE BUSINESS DAY TO COMPLETE ORDER DELIVERY FOR POLICIES
        WITH EFFECTIVE DATE EARLIER THAN 1995
```

Order Branch Products

Use the **Order Branch Products** transaction to order products from a Fund branch. For the purposes of this exercise, a Chain ATIDS Pre-Computer product will be ordered.

What You Do	Comments
-------------	----------

1. From the **Policy Search** window select **Search Menu**. From the **Search Menu** select **Main Menu**.

Main Menu For the County of MANATEE		
Logout Support ATIDS Manual Preferences		
FILE SEARCH AND ORDER	COUNTY INFORMATION	MISCELLANEOUS
Search Menu (ATID Opts 1-9)	Change County (ATCY)	Document Posting Information (LKUP)
Order Documents Menu (HCPY)	County Certification Information (PICD)	IRS 1099-S Reporting (ATRS)
General Index Commercial Name Variations (ATCN)		Report Document Error (ATPA)
Order Branch Products (ATOE)		
BILLING ACTIVITY	SUBDIVISION/CONDO DETAILS	REPLAT/UNDERLYING INFORMATION
Billing Activity Menu	Plat Information From Plat Name (ATSM)	Replat Information (EF01)
Advanced Billing Activity Menu (BILL)	View Sub/Condo Legals (ALMT)	Acreage to Plat Information (EF02)
	Plat Information From Plat Reference (TISM)	Underlying Property Information (PI11)
	Subdivision/Condo Postings (PI10)	

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What You Do	Comments
2. From the Main Menu , select Order Branch Products	The Branch Product Order - Product Selection screen is displayed.

ATIDS **Branch Product Order**
Product Selection

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Cancel/Main Menu](#)

Enter a Product Code Number or Select one of the Products Below and click the Submit Button. To see more Product Codes, click the More Products button.

Branch County State

County [Update County](#)

Product Code

Product Codes	
<input type="radio"/> 12 Abstract	<input type="radio"/> 30 Hardcopies
<input type="radio"/> 14 Chain ATIDS Pre-Computer	<input type="radio"/> 06 Miscellaneous Search
<input type="radio"/> 24 Commitment & Policy A & B	<input type="radio"/> 03 Name Search
<input type="radio"/> 01 Commitment & Policy Fund Direct	<input type="radio"/> 05 Ownership
<input type="radio"/> 20 Commitment A & B	<input type="radio"/> 04 Ownership & Encumbrance
<input type="radio"/> 35 Condominium Documents	<input type="radio"/> 15 Plat Search
<input type="radio"/> 27 Convert Address to Legal	<input type="radio"/> 16 Property Printout
<input type="radio"/> 34 Environmental Search	<input type="radio"/> 17 Right-of-Way Search
<input type="radio"/> 43 Foreclosure Commitment and Policy A & B	<input type="radio"/> 18 Tax Search
<input type="radio"/> 42 Foreclosure Commitment A & B	<input type="radio"/> 31 Title Assumption Certificate (TAC)
<input type="radio"/> 22 Foreclosure Report	<input type="radio"/> 02 Title Certificate

[More Products](#) [Submit](#)

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- | | |
|--|--|
| 3. Select Product 14 in the Product Codes section. | The Product Codes are listed in alphabetical order. <i>Note:</i> Click the More Products button to page forward to view more Product Codes. |
| 4. Click the Submit button. | The first Order screen is displayed. |

What You Do		Comments

- Choose the appropriate answer to the **Policy Intent** field. In this exercise, choose Y (yes).
- Type **03261985** in the **Search From Date** field. This is usually the effective date of the prior policy being used as the base. *Note:* This information is listed on the prior policy search printout.
- Tab to the **Document Recording Ref** field and type **OR**, tab to the **Book** field and type **1107**, and then tab to the **Page** field and type **966**. The recording reference of the deed is added. *Note:* This information is listed on the prior policy search printout.
- Tab to the **Underwriter** field in the **Prior Policy** section and type **ATIF**. Type the name of the underwriter.
- Tab to the **Type** field and type **OP**, and then tab to the **Number** field and type **521058**. *Note:* This information is listed on the prior policy search printout.

What You Do

Comments

10. Click in the **Legal Description** field and type **LOT 21, UNIVERSITY PINES, PB 22/65.**

ATIDS **Branch Product Order**
Page 1 of 3

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

Cancel/New Order

Undo

Cancel/Main Menu

Branch SARASOTA **County** MANATEE **State** FL

Product Chain ATIDS Pre-Computer

Policy Intent ☒ Y / ☐ N (mmddyyyy)

Policy(s) to be Issued **Search From Date** 03261985

Type	Number	Amount	Document Recording Ref	Book	Page
			OR	1107	966

Prior Policy Information

Prior Policy

Underwriter ATIF

Type OP

Number 521058

Folio# / Address

Other Base Title Information

Legal Description

LOT 21, UNIVERSITY PINES, PB 22/65

Name(s) to Search

Name Personal or Commercial

Next

11. Click the **Next** button. The second **Order** screen is displayed.

What You Do

Comments

ATIDS **Branch Product Order**
Page 2 of 3

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Cancel/New Order](#)
[Undo](#)
[Cancel/Main Menu](#)

Branch SARASOTA **County** MANATEE **State** FL
Product CHAIN ATIDS PRE-COMPUTER

Owner Name
Buyer Name(s)
Mortgagee Name(s)

File Name/No.
(mmddyyyy)

DATE NEEDED BY

Special Instructions

[Next](#)

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12. Type **[Your file number]** in the **File Name/No.** field.

13. Type the desired business date in the **DATE NEEDED BY** field.

Note: The **Special Instructions** field can be used to request e-mail delivery of the product and to provide the order specialist with any additional specific instructions.

ATIDS **Branch Product Order**
Page 2 of 3

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Cancel/New Order](#)
[Undo](#)
[Cancel/Main Menu](#)

Branch SARASOTA **County** MANATEE **State** FL
Product CHAIN ATIDS PRE-COMPUTER

Owner Name
Buyer Name(s)
Mortgagee Name(s)

File Name/No. BISHOFF20CY
(mmddyyyy)

DATE NEEDED BY 05282011

Special Instructions

[Next](#)

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What You Do	Comments
14. Click the Next button.	The third Order screen is displayed.

- | | |
|---|--|
| 15. Verify Information. | Order <i>Note:</i> For DoubleTime users that wish to receive a Fund Data File, click the Y options button for certain products. |
| 16. Type [Your Name] in the Order By field. | This is a required field. |
| 17. Click Release Order under options section | Your order will be released to the branch. |

Sample Branch Product Receipt

```
ATOE  F9I@ -EPRT SELF          THE FUND          08/03/2011
                                     ATTORNEY ORDER ENTRY      15:07:09
      BRANCH : SARASOTA          COUNTY : MANATEE        STATE : FL

ORDR NO: 015 - 2011 - 001479          PRODUCT CODE : 14  CHAIN ATIDS PR

POLICY(S) : TYPE-NUMBER :      -      POLICY INTENT Y/N : Y      AMOUNT :
      TYPE-NUMBER :      -      AMOUNT :

SEARCH FROM :  DATE : 03/26/1985      RECORDING REF : OR 1107  966

PRIOR POLICY INFORMATION :
      POLICY UNDERWRITER : ATIF          TYPE-NUMBER : OP  - 00521058
      OTHER :
      FOLIO#/ADDRESS :

OWNER NAME :
      :
BUYER NAME :
      :
MTGEE NAME :

DATE NEEDED BY : 08/09/2011
CUSTOMER REF : BISHOFF20CY

CUSTOMER NBR : 899900      ORDERED BY : CHRIS          EXT :
***** CHARGE TO *****          PROPEL :
NAME : TEST NUMBER
ADDRESS : DO NOT MAIL
      : ORLANDO, FL 328620000
      :
      :          PHONE : (000) 000 - 0000
      :          FAX :

RESPONSIBLE PARTY : CHRIS

DELIVERY METHOD : B      SEND FUND DOUBLETIME DATA FILE :
EMAIL:
***** DELIVER TO *****          MEMBER STATUS: ACTIVE  INDIVIDU

NAME : (SAME AS ABOVE)          PRODUCT PREFERENCE/QUALITY: N/N
ADDRESS :          ASSIGNED EXAMINER: /
      :          SPECIAL PRICING: N
      :          PHONE : ( )  -
      :
```

** LEGAL : LOT 21 UNIVERSITY PINES, PB 22/65

PAGE 1 OF 1

Lesson 3 - Problem Solving

Concept

In this lesson, you will use the ATIDS system to obtain a complete legal description using a partial legal description. You will also learn how to change the current search county and determine a correct or valid legal description.

Objectives

- Change the search county.
- Obtain the recording reference and posting information.
- View authorized legal designations of a plat.
- View the legal description a property document is posted to in the ATIDS system.

Transaction Information

Residential Contract For Sale And Purchase

THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR



1* **PARTIES:** IGARMIO CORP. ("Seller"),
 2* and DAVID GREENWALD ("Buyer"),
 3 agree that Seller shall sell and Buyer shall buy the following described Real Property and Personal Property
 4 (collectively "Property") pursuant to the terms and conditions of this Residential Contract For Sale And Purchase and
 5 any riders and addenda ("Contract"):
 6 **1. PROPERTY DESCRIPTION:**
 7* (a) Street address, city, zip: 600 Grapetree Drive, Key Biscayne, FL 33149
 8* (b) Property is located in: Miami-Dade County, Florida, Real Property Tax ID No.:
 9* (c) Legal description of the Real Property: Unit 10B North Mar Azul Condominium
 10*
 11 together with all existing improvements and fixtures, including built-in appliances, built-in furnishings and
 12 attached wall-to-wall carpeting and flooring ("Real Property") unless specifically excluded below.
 13 (d) Personal Property: The following items owned by Seller and existing on the Property as of the date
 14 of the initial offer are included in the purchase ("Personal Property"): (i) range(s)/oven(s), dishwasher(s),
 15 disposal, ceiling fan(s), intercom, light fixtures, rods, draperies and other window treatments, garage door
 16 openers, and security gate and other access devices; and (ii) those additional items checked below. If
 17* additional details are necessary, specify below. **If left blank, the item below is not included:**

<input checked="" type="checkbox"/> Refrigerator(s)	<input type="checkbox"/> Smoke detector(s)	<input type="checkbox"/> Pool barrier/fence	<input type="checkbox"/> Storage shed
<input type="checkbox"/> Microwave oven	<input type="checkbox"/> Security system	<input type="checkbox"/> Pool equipment	<input type="checkbox"/> TV antenna/satellite dish
<input checked="" type="checkbox"/> Washer	<input type="checkbox"/> Window/air/c	<input type="checkbox"/> Pool heater	<input type="checkbox"/> Water softener/purifier
<input checked="" type="checkbox"/> Dryer	<input type="checkbox"/> Generator	<input type="checkbox"/> Spa or hot tub with heater	<input type="checkbox"/> Storm shutters and panels
<input type="checkbox"/> Stand-alone ice maker		<input type="checkbox"/> Above ground pool	

18 The only other items of Personal Property included in this purchase, and any additional details regarding
 19* Personal Property, if necessary, are: Range, dishwasher, window treatments
 20* ceiling fans
 21 Personal Property is included in the Purchase Price, has no contributory value, and shall be left for the Buyer.
 22* (e) The following items are excluded from the purchase:
 23*
 24* **2. PURCHASE PRICE (U.S. currency):** \$ 325,000

View/Change County

Use the **View/Change County** transaction to change to a different county or to verify the **Current Search County**. To obtain the correct property, name, and tax information, the system should be first set to the correct county.

Changing The On-Line County

What You Do

Comments

ATIDS Main Menu
For the County of ORANGE

Logout | Support | ATIDS Manual | Preferences

FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD)	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)
BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (P110)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (P111)

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1. From the **Main Menu**, The **View/Change County** screen is click the **Change County** displayed button.

ATIDS View/Change County
Logout | Support | ATIDS Manual | Preferences

Options
 Search Menu
 Main Menu

O=ONLINE, I=IMAGED, T=TAX, G=GRANTOR/GRANTEE
 TO CHANGE SEARCH COUNTY, SELECT FROM DROP-DOWN LIST AND CLICK UPDATE COUNTY.

Current Search County: **ORANGE - OIT** [Update County]

ALACHUA	OIT	FRANKLIN		LEE	OI	PINELLAS	OIT
BAKER		GADSDEN	I	LEON	OI	POLK	OIT
BAY	IG	GILCHRIST	I	LEVY		PUTNAM	I
BRADFORD		GLADES		LIBERTY		SANTA ROSA	OI
BREVARD	OI	GULF		MADISON		SARASOTA	OIT
BROWARD	OIT	HAMILTON		MANATEE	OI	SEMINOLE	OI
CALHOUN		HARDEE	I	MARION	OI	ST JOHNS	I
CHARLOTTE	OI	HENDRY	OI	MARTIN	OI	ST LUCIE	OI
CITRUS	I	HERNANDO	OI	MIAMI-DADE	OIT	SUMTER	OI
CLAY	I	HIGHLANDS	OI	MONROE	OI	SUWANNEE	
COLLIER	OIT	HILLSBOROUGH	OIT	NASSAU	I	TAYLOR	
COLUMBIA	I	HOLMES		OKALOOSA	IG	UNION	
DESOTO	OI	INDIAN RIVER	OI	OKEECHOBEE	OI	VOLUSIA	OI
DIXIE		JACKSON		ORANGE	OIT	WAKULLA	
DUVAL	OI	JEFFERSON		OSCEOLA	OI	WALTON	IG
ESCAMBIA	OI	LAFAYETTE		PALM BEACH	OIT	WASHINGTON	
FLAGLER	OI	LAKE	OI	PASCO	OI		

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What You Do	Comments
2. Select Miami-Dade county from the Current Search County drop-down selection box.	

ATIDS View/Change County

Logout | Support | ATIDS Manual | Preferences

Options
 Search Menu
 Main Menu

O=ONLINE, I=IMAGED, T=TAX, G=GRANTOR/GRANTEE
 TO CHANGE SEARCH COUNTY, SELECT FROM DROP-DOWN LIST AND CLICK UPDATE COUNTY.

Current Search County: **ORANGE - OIT** (dropdown menu open showing list including MIAMI-DADE - OIT)

ALACHUA	OIT	FRANKLIN	OIT	PINELLAS	OIT
BAKER	OIT	GADSDEN	OIT	POLK	OIT
BAY	IG	GILCHRIST	OIT	PUTNAM	OIT
BRADFORD	OIT	GLADES	OIT	SANTA ROSA	OIT
BREVARD	OIT	GULF	OIT	SARASOTA	OIT
BROWARD	OIT	HAMILTON	OIT	SEMINOLE	OIT
CALHOUN	OIT	HARDEE	OIT	ST JOHNS	OIT
CHARLOTTE	OIT	HENDRY	OIT	ST LUCIE	OIT
CITRUS	OIT	HERNANDO	OIT	SUMTER	OIT
CLAY	OIT	HIGHLANDS	OIT	SUWANNEE	OIT
COLLIER	OIT	HILLSBOROUGH	OIT	TAYLOR	OIT
COLUMBIA	OIT	HOLMES	OIT	UNION	OIT
DESOTO	OIT	INDIAN RIVER	OIT	VOLUSIA	OIT
DIXIE	OIT	JACKSON	OIT	WAKULLA	OIT
DUVAL	OIT	JEFFERSON	OIT	WALTON	OIT
ESCAMBIA	OIT	LAFAYETTE	OIT	WASHINGTON	OIT
FLAGLER	OIT	LAKE	OIT		

3. Click the **Update County** button. The **Current Search County** changes to **Miami-Dade** county.

ATIDS View/Change County

Logout | Support | ATIDS Manual | Preferences

Options
 Search Menu
 Main Menu

O=ONLINE, I=IMAGED, T=TAX, G=GRANTOR/GRANTEE
 TO CHANGE SEARCH COUNTY, SELECT FROM DROP-DOWN LIST AND CLICK UPDATE COUNTY.

Current Search County: **MIAMI-DADE - OIT**

Update County

ALACHUA	OIT	FRANKLIN	OIT	LEE	OIT	PINELLAS	OIT
BAKER	OIT	GADSDEN	OIT	LEON	OIT	POLK	OIT
BAY	IG	GILCHRIST	OIT	LEVY	OIT	PUTNAM	OIT
BRADFORD	OIT	GLADES	OIT	LIBERTY	OIT	SANTA ROSA	OIT
BREVARD	OIT	GULF	OIT	MADISON	OIT	SARASOTA	OIT
BROWARD	OIT	HAMILTON	OIT	MANATEE	OIT	SEMINOLE	OIT
CALHOUN	OIT	HARDEE	OIT	MARION	OIT	ST JOHNS	OIT
CHARLOTTE	OIT	HENDRY	OIT	MARTIN	OIT	ST LUCIE	OIT
CITRUS	OIT	HERNANDO	OIT	MIAMI-DADE	OIT	SUMTER	OIT
CLAY	OIT	HIGHLANDS	OIT	MONROE	OIT	SUWANNEE	OIT
COLLIER	OIT	HILLSBOROUGH	OIT	NASSAU	OIT	TAYLOR	OIT
COLUMBIA	OIT	HOLMES	OIT	OKALOOSA	OIT	UNION	OIT
DESOTO	OIT	INDIAN RIVER	OIT	OKEECHOBEE	OIT	VOLUSIA	OIT
DIXIE	OIT	JACKSON	OIT	ORANGE	OIT	WAKULLA	OIT
DUVAL	OIT	JEFFERSON	OIT	OSCEOLA	OIT	WALTON	OIT
ESCAMBIA	OIT	LAFAYETTE	OIT	PALM BEACH	OIT	WASHINGTON	OIT
FLAGLER	OIT	LAKE	OIT	PASCO	OIT		

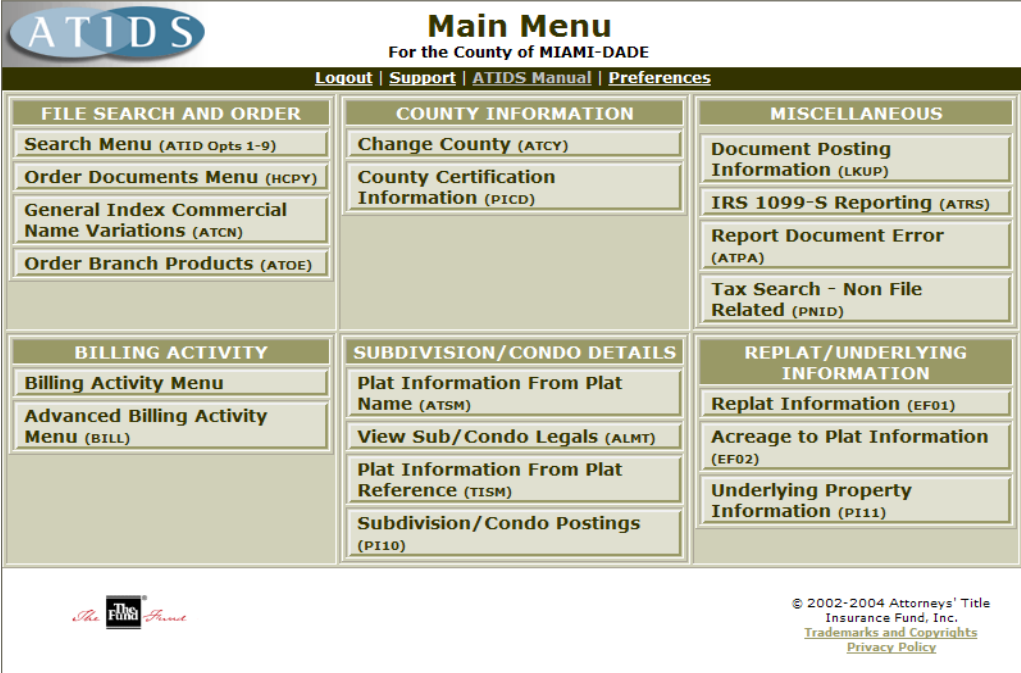
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What You Do	Comments
4. Click the Main Menu button under the Options section.	The Main Menu is displayed.

Plat Information From Plat Name

Use the **Plat Information From Plat Name** transaction to obtain the plat reference for subdivisions and condominiums. This transaction is very helpful when the plat reference is missing or incorrect and to resolve the ATIDS error message "**errors detected, correct and re-enter**". This error message will occur as a result of an invalid plat reference for a subdivision/condominium when performing a search. By typing in the name of the subdivision or condominium, the system will display the plat reference, along with the date of the plat or declaration of condominium.

Obtaining The Recording Reference For Subdivisions/Condominiums

What You Do	Comments
	

1. From the **Main Menu**, click the **Plat Information From Plat Name** button. The **Plat Information From Plat Name** screen is displayed.

What You Do

Comments

2. In the **Subdivision/Condo Name** field, type **MAR AZUL** and then click the Submit button. The **Subdivision/Condominium Name**, **Source of Plat**, **Book**, **Page**, **Levels**, and **Plat Date** are displayed. *Note:* The **Source of Plat** for Mar Azul Condominium is OR, the **Book** is 8791 and the **Page** is 1293.

Subdivision/Condominium Name	Source of Plat	Book	Page	Levels	Plat Date
MAR AZUL CONDOMINIUM (74R-225693 C B41/3. POST & SEARCH STORAGE UN ITS WITH S PREFIX EX. SC, CABAN AS UNITS HAVE CAB PREFIX EX. CA BA)	OR	8791	1293	A /G /X	09/27/1974

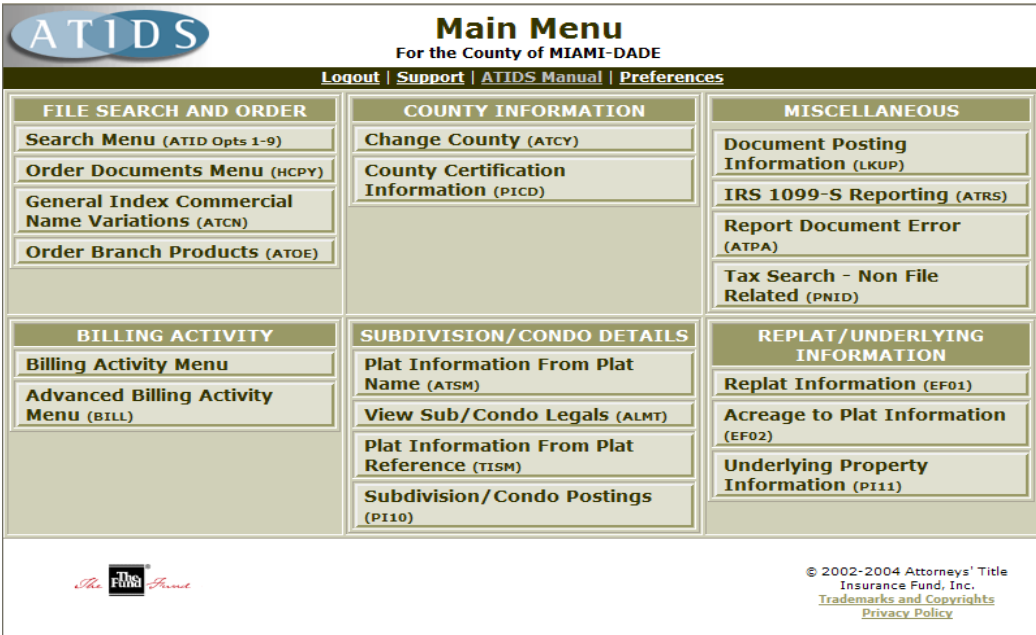
3. Click the **Main Menu** button under the **Options** section. The **Main Menu** is displayed.

What You Do	Comments
Tips: <ul style="list-style-type: none"> • When typing in the subdivision/condo name, omit the words "subdivision" and "condominium". If this is not part of the recorded name, the ATIDS system will display the "subdivision master record not found" message. • When typing in the subdivision/condo name, omit any directional words such as "North, South, East and West." • If you are not certain of the spelling of the name, shorten the name and type a ? to represent all endings to a word. <i>Example:</i> type BOUG? to find all words that begin with BOUG, i.e. Bougainvillea, Bougenvista, etc. • If print is desired, click the Print button under the Options section. 	

View Sub/Condo Legals

The **View Sub/Condo Legals** transaction is used to find the authorized legal designations for subdivisions and condominiums, i.e. lots, blocks, units, etc. This transaction is very helpful when trying to determine the correct legal description for the property and to resolve the error message "**invalid search argument**", which occurs as a result of an invalid search.

Locating Authorized Legals For Subdivisions/Condominiums

What You Do	Comments
	

What You Do	Comments
1. From the Main Menu , click the View Sub/Condo Legals button.	The View Sub/Condo Legals screen is displayed. <i>Note:</i> The Source of Plat field defaults to PB-Plat Book . Other sources are available for selection in the drop-down selection box.

ATIDS View Sub/Condo Legals
For the County of MIAMI-DADE

Logout | Support | ATIDS Manual | Preferences

Options

Search Menu

Main Menu

Source of Plat PB-Plat Book Book Page

Submit

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- | | |
|---|--|
| 2. Change the Source of Plat field to OR-Official Records . | The Source of Plat for the Mar Azul Condominium is the Official Records Book for Miami-Dade County. |
|---|--|

ATIDS View Sub/Condo Legals
For the County of MIAMI-DADE

Logout | Support | ATIDS Manual | Preferences

Options

Search Menu

Main Menu

Source of Plat PB-Plat Book PB-Plat Book OR-Official Records CB-Condominium Plat Book CO-Chancery Order CN-Clerk Number MN-Commissioners Minute Book DB-Deed Book MP-Minor Plat Book MS-Miscellaneous Book MB-Mortgage Book NT-Print Book OG-Oil and Gas PU-Planned Unit Development QC-Quit Claim Deed Book RP-Road Plat Book SB-Survey Book TB-Transcript Book UN-Unrecorded Plat Book Page

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- | | |
|--|---|
| 3. Tab to the Book field and type 8791 . | <i>Note:</i> The Source of Plat for Mar Azul Condominium is OR, the Book is 8791 and the Page is 1293. |
| 4. Tab to the Page field and type 1293 . | |

What You Do

Comments

- Click the **Submit** button.

The authorized legal designations are displayed. *Note:* The range of **Levels** for Mar Azul Condominium are displayed as they should be used in other transactions that require this information, such as **Subdivision/Condo Search** option on the **Search Menu**.

- Click the **Next** button.

The next screen of information is displayed.

What You Do

Comments

ATIDS **View Sub/Condo Legals**
For the County of MIAMI-DADE
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Search Menu](#)
[Main Menu](#)

Page 02

Previous Next

Source of Plat OR Book 8791 Page 1293 Authorized Legal Levels A / G / X

Sub/Condo Name MAR AZUL CONDOMINIUM (74R-225693 CB41/3. POST & SEARCH STORAGE UNITS WITH S PREFIX EX. SC, CABANAS UNITS HAVE CAB PREFIX EX. CABA)

LEVEL 1 Lot/Unit	and	LEVEL 2 Blk/Bldg	and	LEVEL 3 Sec/Twn/Rng
Range From - Through		Range From - Through		Range From - Through
3ES				
3FS				
3GS				
4AN				
4BN				
4CN				
4DN				
4EN				
4FN				
4GN				
4AS				

Previous Next

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7. Continue to click the **Next** button until the unit that pertains to the property being searched is displayed.
Note: (1) ATIDS indicates that Unit 10B of North Mar Azul Condominium is to be entered in the **Subdivision/Condo Search** option in the **Search Menu** as **10BN** in the **L1 Lot/Unit** field. (2) If print is desired, select the **Print** option from the **File** menu.
8. Click the **Main Menu** button under the **Options** section.
 The **Main Menu** is displayed.

Authorized Codes/Levels

Authorized Levels			
Code	Level Designation	Code	Level Designation
A	Apartment Condominium Apartment	T	Tract
B	Block	U	Condominium Unit Dwelling Unit* Unit (condominium) Unit (subdivision – multiple plats having the same plat book & page number)
D	Boat (dock, slip, yacht slip, etc.)	V	Villa
F	Floor	W	Week (unit week)
G	Garage (carport, parking space, covered parking space, etc.) Parking space (garage, carport, covered parking, etc.)	X	Miscellaneous*
I	Island	Y	Tier
L	Beach Lot* Business Lot* Lot	Z	Out Lot
M	Month (unit month)	*Further clarification will be displayed in the submaster note in Plat Information From Plat Name transaction.	
N	Building		
P	Parcel		
Q	Quarter Section		
R	Range		
S	Section (usually a section-township-range, but may be a subdivision section where multiple sections have the same plat book & page number)*		

Document Posting Information

The **Document Posting Information** transaction is a support transaction which allows the display of property and name document information. This is helpful when trying to determine the parties on a property or name document, or to view which legal description a property document is posted to in the ATIDS system.

The following Warranty Deed will be used to determine the legal description that the document is posted to in the ATIDS system.

OFF. REC. 1604870083		1993 SEP 08 14:37
RETURN TO: Nora Galego, Esq. Robert N. Allen, Jr., P.A. 501 Brickell Key Drive, Suite 210 Miami, Florida 33131	Property Appraiser's Parcel Identification No. 24-52040110260	
THIS INSTRUMENT PREPARED BY: J. L. Quintana, Esq. MARTINEZ, QUINTANA, et. al. Gables Corporate Plaza, Suite 1100 2100 Ponce De Leon Blvd. Coral Gables, Florida 33134 305-446-0076	Grantee Tax Id No. 59-2507985	

[Space above this line for recording data]

WARRANTY DEED (Statutory Form - Section 689.02, F.S.)	CONSIDERED 51-00.00 SURTX 0.00 PARCEL SURVIV. CLERK DADE COUNTY, FL
---	--

THIS INDENTURE, made this 7th day of September, 1993, **BETWEEN RUDY NORIEGA AND ROSA NORIEGA**, His Wife, of the County of Dade, State of Florida, "GRANTOR ", and **IGARMIO CORP.**, a Florida Corporation, whose address is 600 Grapetree Drive Unit 10BN, Key Biscayne, Florida 33149, County Dade, State of Florida, "GRANTEE ".

WITNESSETH that said Grantor, for and in consideration of the sum of \$10.00 (ten) Dollars, and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in Dade County, Florida, to wit:

Unit 10BN of MAR AZUL CONDOMINIUM, a condominium according to the Declaration of Condominium thereof, as recorded in Official Records Book 8791, at Page 1293, of the Public Records of Dade County, Florida, as amended, together with an undivided interest in the common elements appurtenant thereto. Property Address: 600 Grapetree Drive, Unit 10BN, Key Biscayne, Florida 33149

Obtaining The Posting Information

What You Do	Comments
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ATIDS **Main Menu**
For the County of MIAMI-DADE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD) 	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)
BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11)

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- From the **Main Menu**, click the **Document Posting Information** button. The **Document Posting Information** screen is displayed. *Note:* **Document Posting Information** will only display information for documents within on-line time.

ATIDS **Document Posting Information**
For the County of MIAMI-DADE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Print](#)
[Search Menu](#)
[Main Menu](#)

Enter Document Recording Reference

Primary Reference Book Page

OR

Secondary Reference Year Number

Submit

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What You Do	Comments
2. The Primary Reference field defaults to OR- Official Records .	The document is stamped indicating that the Primary Reference is OR for Official Records . <i>Note:</i> Other choices are available by selecting the arrow on the drop down box for Primary Reference .
3. Leaving the default selection of OR- Official Records, Tab to the Book field and type 16048 .	
4. Tab to the Page field and type 83 .	

ATIDS Document Posting Information
For the County of MIAMI-DADE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

Print

Search Menu

Main Menu

Enter Document Recording Reference

Primary Reference Book Page

OR

Secondary Reference Year Number

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5. Click the **Submit** button. The **Search Results** screen containing the document information is displayed.

What You Do

Comments



ATIDS Search Results

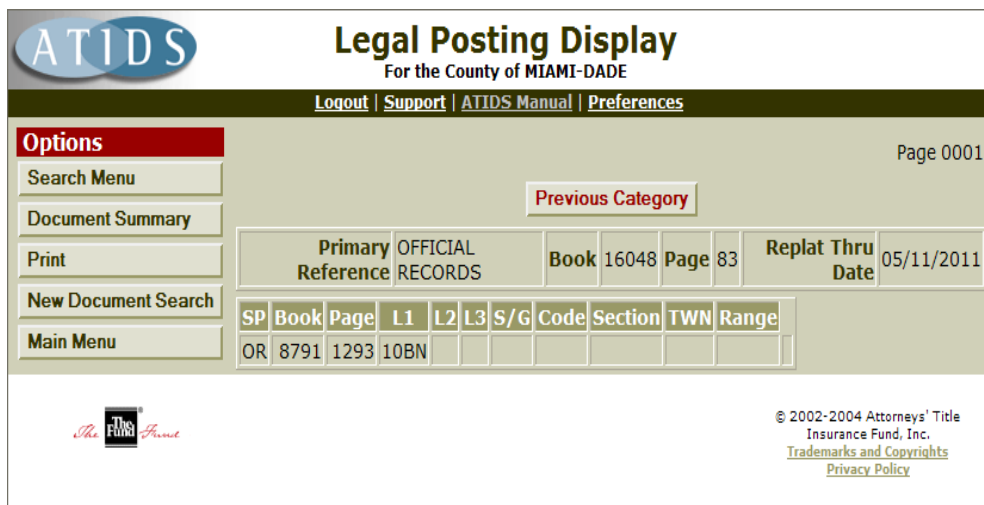
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options [Next Category](#)

Search Menu	Date of Filing	Primary Reference	Secondary Reference	Date of Instrument
Legal Posting Information	09/08/1993	OR 16048 83	CN 1993 0444094	09/07/1993
Print	Type of Instrument WD			
New Document Search	Description			
Search Menu	Mortgage ID No. - -			
	1st Party RUDY NORIEGA ROSA NORIEGA H/W			
	2nd Party IGARMIO CORP 600 GRAPETREE DR UNIT 10BN KEY BISCAYNE FL 33149			
	Amount \$5,400.00			
	Name MARTINEZ QUINTANA			
	Type			
	Recording Reference TN 24-52040110260			
	Legal Description UNIT 10BN OR 8791/1293			
	Comments CA ATTACHED			

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6. Click the **Legal Posting Information** button under the **Options** section, or the **Next Category** button on the top of the screen.
- The **Legal Posting Display** screen is displayed, containing the posting information for this document. *Note:* (1) The information on this screen is used to perform the property search. (2) To print, use the **Print** button in the **Options** section. (3) Click the **New Document Search** button to return to the **Document Posting Information** screen to perform a new search. (4) You may receive a Re-Plat Warning. Make sure to contact the Fund Branch that services that county.




ATIDS Legal Posting Display
For the County of MIAMI-DADE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options [Previous Category](#) Page 0001

Search Menu	Primary Reference		OFFICIAL RECORDS		Book	16048	Page	83	Replat Thru Date	05/11/2011
Document Summary	SP	Book	Page	L1	L2	L3	S/G	Code	Section	TWN
Print	OR	8791	1293	10BN						
New Document Search										
Main Menu										

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What You Do	Comments
7. Click the Main Menu button under the Options section.	The Main Menu is displayed.

Try This

What you Do	Comments
1. Search Menu > Add/Change/Find File	Open a new file.
2. Run Prior Policy Search	To obtain a starting search date.
3. Search Menu > Subdivision/Condo Search	Search the Mar Azul property

Lesson 4 - Acreage

Concept

In this lesson, you will learn to perform a property search on an unplatted legal description. You will also determine the section breakdown codes and learn how to limit your search to a specific document type.

Objectives

- Change the search county.
- Obtain the acreage codes.
- Open an ATIDS file.
- Perform a search for a satisfaction of a mortgage on the property.

Transaction Information

You have the following mortgage, and you wish to determine if there is a recorded satisfaction.

MORTGAGE
(Direct)

This mortgage made and entered into this 24th day of May, 1988, by and between Edwin B. Turlington, Gainesville, FL 32608 a married man, mortgaging his separate non-homesteaded property (hereinafter referred to as mortgagor) and the Administrator of the Small Business Administration, an agency of the Government of the United States of America (hereinafter referred to as mortgagee), who maintains an office and place of business at Box 35067, 400 W. Bay Street, Jacksonville, FL 32202.

Witnesseth, that for the consideration hereinafter stated, receipt of which is hereby acknowledged, the mortgagor does hereby mortgage, sell, grant, assign, and convey unto the mortgagee, his successors and assigns, all of the following described property situated and being in the County of ALACHUA State of FLORIDA

East Half of Southeast Quarter of Southeast Quarter (E 1/2 of SE 1/4 of SE 1/4) of Section 17, Township 8 South, Range 19 East, Alachua County, Florida.

This is a purchase money mortgage.

Together with and including all buildings, all fixtures including but not limited to all plumbing, heating, lighting, ventilating, refrigerating, incinerating, air conditioning apparatus, and elevators (the mortgagor hereby declaring that it is intended that the items herein enumerated shall be deemed to have been permanently installed as part of the realty), and all improvements now or hereafter existing thereon; the hereditaments and appurtenances and all other rights thereto belonging, or in anywise appertaining, and the reversion and remainder, remainder and remainder, all rights of redemption, and the rents, issues, and profits of the above described property (provided, however, that the mortgagee shall be entitled to the possession of said property and to collect and retain the rents, issues, and profits until default hereunder). To have and to hold the same unto the mortgagee and the successors in interest of the mortgagee forever in fee simple or such other estate, if any, as is stated herein.

The mortgagor covenants that he is lawfully seized and possessed of and has the right to sell and convey said property; that the same is free from all encumbrances except as hereinabove recited; and that he hereby binds himself and his successors in interest to warrant and defend the title aforesaid thereto and every part thereof against the claims of all persons whomsoever.

This instrument is given to secure the payment of a promissory note ~~dated~~ of even date herewith in the principal sum of \$22,500.00, signed by Edwin B. Turlington, Gainesville, FL.

~~WITNESSETH~~ A copy of said Note is attached hereto and made a part hereof.

897900 556x1700 P. 0282

County property located in

Date of filing

Clerk's number

OR Book & Page number

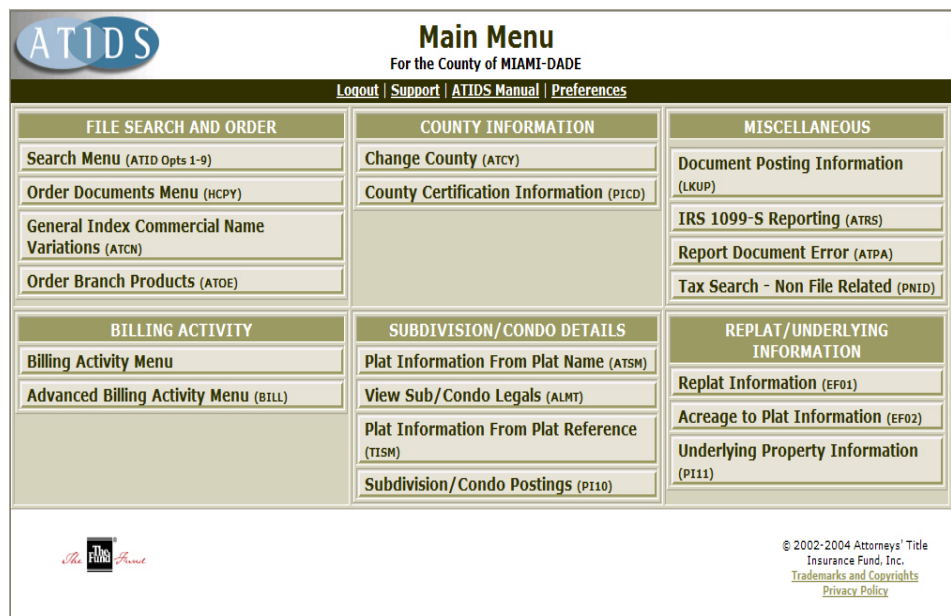
View/Change County

Use the **View/Change County** transaction to change to a different county or to verify the **Current Search County**. To obtain the correct property, name, and tax information, the system should be set to the correct county.

Changing The On-Line County


What You Do

Comments



ATIDS
Main Menu
For the County of MIAMI-DADE
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

FILE SEARCH AND ORDER	COUNTY INFORMATION	MISCELLANEOUS
Search Menu (ATID Opts 1-9)	Change County (ATCY)	Document Posting Information (LKUP)
Order Documents Menu (HCPY)	County Certification Information (PICD)	IRS 1099-S Reporting (ATRS)
General Index Commercial Name Variations (ATCN)		Report Document Error (ATPA)
Order Branch Products (ATOE)		Tax Search - Non File Related (PNID)
BILLING ACTIVITY	SUBDIVISION/CONDO DETAILS	REPLAT/UNDERLYING INFORMATION
Billing Activity Menu	Plat Information From Plat Name (ATSM)	Replat Information (EF01)
Advanced Billing Activity Menu (BILL)	View Sub/Condo Legals (ALMT)	Acreage to Plat Information (EF02)
	Plat Information From Plat Reference (TISM)	Underlying Property Information (PI11)
	Subdivision/Condo Postings (PI10)	

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1. From the **Main Menu**, The **View/Change County** screen is click the **Change County** displayed button.

What You Do

Comments

ATIDS View/Change County

Logout | Support | ATIDS Manual | Preferences

Options

Search Menu

Main Menu

O=ONLINE, I=IMAGED, T=TAX, G=GRANTOR/GRANTEE
TO CHANGE SEARCH COUNTY, SELECT FROM DROP-DOWN LIST AND CLICK UPDATE COUNTY.

Current Search County: **MIAMI-DADE - OIT** Update County

ALACHUA	OIT	FRANKLIN		LEE	OI	PINELLAS	OIT
BAKER		GADSDEN	I	LEON	OI	POLK	OIT
BAY	IG	GILCHRIST	I	LEVY		PUTNAM	I
BRADFORD		GLADES		LIBERTY		SANTA ROSA	OI
BREVARD	OI	GULF		MADISON		SARASOTA	OIT
BROWARD	OIT	HAMILTON		MANATEE	OI	SEMINOLE	OI
CALHOUN		HARDEE	I	MARION	OI	ST JOHNS	I
CHARLOTTE	OI	HENDRY	OI	MARTIN	OI	ST LUCIE	OI
CITRUS	I	HERNANDO	OI	MIAMI-DADE	OIT	SUMTER	OI
CLAY	I	HIGHLANDS	OI	MONROE	OI	SUWANNEE	
COLLIER	OIT	HILLSBOROUGH	OIT	NASSAU	I	TAYLOR	
COLUMBIA	I	HOLMES		OKALOOSA	IG	UNION	
DESOTO	OI	INDIAN RIVER	OI	OKEECHOBEE	OI	VOLUSIA	OI
DIXIE		JACKSON		ORANGE	OIT	WAKULLA	
DUVAL	OI	JEFFERSON		OSCEOLA	OI	WALTON	IG
ESCAMBIA	OI	LAFAYETTE		PALM BEACH	OIT	WASHINGTON	
FLAGLER	OI	LAKE	OI	PASCO	OI		

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- Select **Alachua** county from the **Current Search County** drop-down selection box.

ATIDS View/Change County

Logout | Support | ATIDS Manual | Preferences

Options

Search Menu

Main Menu

O=ONLINE, I=IMAGED, T=TAX, G=GRANTOR/GRANTEE
TO CHANGE SEARCH COUNTY, SELECT FROM DROP-DOWN LIST AND CLICK UPDATE COUNTY.

Current Search County: **MIAMI-DADE - OIT** Update County

ALACHUA - OIT

ALACHUA	OIT	FRA		EE	OI	PINELLAS	OIT
BAKER		GAD		LEON	OI	POLK	OIT
BAY	IG	GIL		LEVY		PUTNAM	I
BRADFORD		GLA		LIBERTY		SANTA ROSA	OI
BREVARD	OI	GUL		MADISON		SARASOTA	OIT
BROWARD	OIT	HAM		MANATEE	OI	SEMINOLE	OI
CALHOUN		HAR		MARION	OI	ST JOHNS	I
CHARLOTTE	OI	HEN		MARTIN	OI	ST LUCIE	OI
CITRUS	I	HER		MIAMI-DADE	OIT	SUMTER	OI
CLAY	I	HIG		MONROE	OI	SUWANNEE	
COLLIER	OIT	HIL		NASSAU	I	TAYLOR	
COLUMBIA	I	HOL		OKALOOSA	IG	UNION	
DESOTO	OI	IND		OKEECHOBEE	OI	VOLUSIA	OI
DIXIE		JAC		ORANGE	OIT	WAKULLA	
DUVAL	OI	JEFF		OSCEOLA	OI	WALTON	IG
ESCAMBIA	OI	LAF		PALM BEACH	OIT	WASHINGTON	
FLAGLER	OI	LAK		PASCO	OI		

- Click the **Update County** button. The **Current Search County** changes to **Alachua** county.

What You Do

Comments

ATIDS View/Change County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Search Menu](#)
[Main Menu](#)

O=ONLINE, I=IMAGED, T=TAX, G=GRANTOR/GRANTEE
 TO CHANGE SEARCH COUNTY, SELECT FROM DROP-DOWN LIST AND CLICK
 UPDATE COUNTY.

Current Search County: **ALACHUA - OIT**

ALACHUA	OIT	FRANKLIN		LEE	OI	PINELLAS	OIT
BAKER		GADSDEN	I	LEON	OI	POLK	OIT
BAY	IG	GILCHRIST	I	LEVY		PUTNAM	I
BRADFORD		GLADES		LIBERTY		SANTA ROSA	OI
BREVARD	OI	GULF		MADISON		SARASOTA	OIT
BROWARD	OIT	HAMILTON		MANATEE	OI	SEMINOLE	OI
CALHOUN		HARDEE	I	MARION	OI	ST JOHNS	I
CHARLOTTE	OI	HENDRY	OI	MARTIN	OI	ST LUCIE	OI
CITRUS	I	HERNANDO	OI	MIAMI-DADE	OIT	SUMTER	OI
CLAY	I	HIGHLANDS	OI	MONROE	OI	SUWANNEE	
COLLIER	OIT	HILLSBOROUGH	OIT	NASSAU	I	TAYLOR	
COLUMBIA	I	HOLMES		OKALOOSA	IG	UNION	
DESOTO	OI	INDIAN RIVER	OI	OKEECHOBEE	OI	VOLUSIA	OI
DIXIE		JACKSON		ORANGE	OIT	WAKULLA	
DUVAL	OI	JEFFERSON		OSCEOLA	OI	WALTON	IG
ESCAMBIA	OI	LAFAYETTE		PALM BEACH	OIT	WASHINGTON	
FLAGLER	OI	LAKE	OI	PASCO	OI		

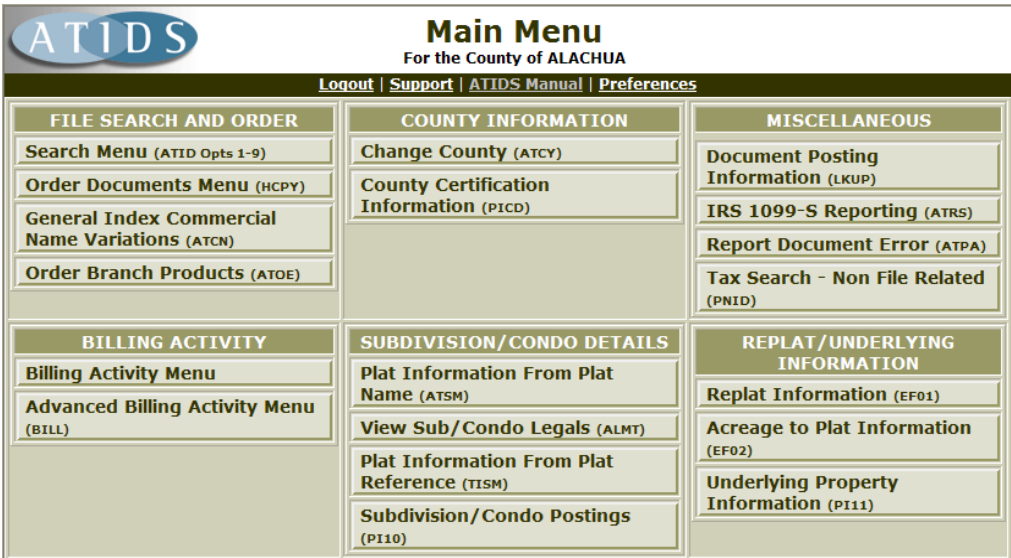
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- Click the **Main Menu** button under the **Options** section. The **Main Menu** is displayed.

Document Posting Information

The **Document Posting Information** transaction is a support transaction which allows the immediate display of property and name document information. This is helpful when trying to determine the parties on a property or name document, or to view the acreage codes a property document is posted to in the ATIDS system or how to search the property in the ATIDS system.

Obtaining The Posting Information

What You Do	Comments						
 <p>ATIDS Main Menu For the County of ALACHUA</p> <p>Logout Support ATIDS Manual Preferences</p> <table border="1"> <tr> <td> FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE) </td> <td> COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD) </td> <td> MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID) </td> </tr> <tr> <td> BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL) </td> <td> SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10) </td> <td> REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11) </td> </tr> </table> <p>© 2002-2004 Attorneys' Title Insurance Fund, Inc. Trademarks and Copyrights Privacy Policy</p>	FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD)	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)	BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11)	<p>The Document Posting Information screen is displayed. <i>Note:</i> Document Posting Information will only display information for documents within on-line time.</p>
FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD)	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)					
BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11)					

- From the **Main Menu**, click the **Document Posting Information** button.

What You Do

Comments

2. The **Primary Reference** field defaults to **OR-Official Records**. The document is stamped indicating that the **Primary Reference** is **OR** for **Official Records**. *Note:* Other choices are available by selecting the arrow on the drop down box for **Primary Reference**.

3. Leaving the default selection of OR- Official Records, Tab to the **Book** field and type **1700**. *Note:* The document is stamped indicating that the Primary Reference field in Alachua County is **OR** for **Official Records**.

What You Do

Comments

4. Tab to the **Page** field and type **282**.

ATIDS Document Posting Information
For the County of ALACHUA

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

Print

Search Menu

Main Menu

Enter Document Recording Reference

Primary Reference: OR-Official Records Book: 1700 Page: 282

OR

Secondary Reference: Year: Number:

Submit

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5. Click the **Submit** button. The **Search Results** screen containing the document information is displayed.

ATIDS Search Results

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

Search Menu

Legal Posting Information

Print

New Document Search



Search Menu

Next Category

Date of Filing	Primary Reference	Secondary Reference	Date of Instrument
05/26/1988	OR 1700 282	CN 1988 0897900	05/24/1988
Type of Instrument M			
Description			
Mortgage ID No. - -			
1st Party EDWIN B TURLINGTON MARRIED MTGING NON-HOMESTEAD PROP			
2nd Party SMALL BUSINESS ADMIN			
Amount \$22,500.00			
Name SMALL BUSINESS ADMIN			
Type CONV			
Recording Reference			
Legal Description E/2 SE/4 SE/4 SEC 17/8/19			
Comments POST TO CODES 133 333 SEC 17/8/19			

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6. Click the **Legal Posting Information** button under the **Options** section. The **Legal Posting Display** screen is displayed, containing the posting information. For this document, the legal description is posted using acreage codes.

What You Do		Comments																																										
<div>  <h2>Legal Posting Display</h2> <p>For the County of ALACHUA</p> <p>Logout Support ATIDS Manual Preferences</p> </div>																																												
Options Search Menu Document Summary Print New Document Search Main Menu		Page 0001 Previous Category <table border="1"> <tr> <td>Primary Reference</td> <td>OFFICIAL RECORDS</td> <td>Book</td> <td>1700</td> <td>Page</td> <td>282</td> <td>Replat Thru Date</td> <td>05/03/2011</td> </tr> </table> <table border="1"> <tr> <th>SP</th> <th>Book</th> <th>Page</th> <th>L1</th> <th>L2</th> <th>L3</th> <th>S/G</th> <th>Code</th> <th>Section</th> <th>TWN</th> <th>Range</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>S</td> <td>133</td> <td>17</td> <td>08 S</td> <td>19 E</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>S</td> <td>333</td> <td>17</td> <td>08 S</td> <td>19 E</td> </tr> </table>		Primary Reference	OFFICIAL RECORDS	Book	1700	Page	282	Replat Thru Date	05/03/2011	SP	Book	Page	L1	L2	L3	S/G	Code	Section	TWN	Range							S	133	17	08 S	19 E							S	333	17	08 S	19 E
Primary Reference	OFFICIAL RECORDS	Book	1700	Page	282	Replat Thru Date	05/03/2011																																					
SP	Book	Page	L1	L2	L3	S/G	Code	Section	TWN	Range																																		
						S	133	17	08 S	19 E																																		
						S	333	17	08 S	19 E																																		
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- Click the Print button. The results are printed. *Note:* The information on this screen is used to perform the property search.
- Review the **Document Posting Information** printout.

Sample Document Posting Information Printout

```

LKUP          **** ATTORNEYS' TITLE FUND SERVICES, LLC. ****
DOF: 05261988 PR: OR 1700      282 SR: CN 1988 0897900 DOI: 05241988
TOI: M      DESC:              MIN:              -
1ST PARTY:  EDWIN B TURLINGTON MARRIED MTGING NON-HOMESTEAD PROP
2ND PARTY:   SMALL BUSINESS ADMIN
AMOUNT:      22500.00 NAME: SMALL BUSINESS ADMIN          TYPE: CONV
REFERENCE:
LEGAL:  E/2 SE/4 SE/4 SEC 17/8/19

COMMENTS: POST TO CODES 133 333 SEC 17/8/19

Print  incomplete

LKUP BD6@      **** ATTORNEYS' TITLE FUND SERVICES, LLC. ****          08/05/2011
**            ** LKUP - POSTED LEGAL DISPLAY **                      09:15:04
**            ** FOR THE COUNTY OF ALACHUA **
PR- OR BK- 1700 PG- 282 REPLATS THRU DATE: 07112011
SP BOOK PAGE --L1-- --L2-- --L3-- SG CODE SEC TWN RNG
*****
***** S 133 17 08 S 19 E
***** S 333 17 08 S 19 E

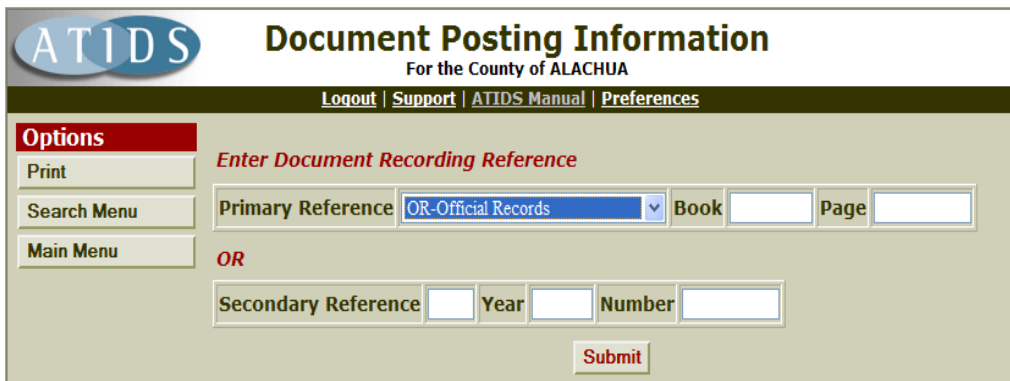
Print  complete

```

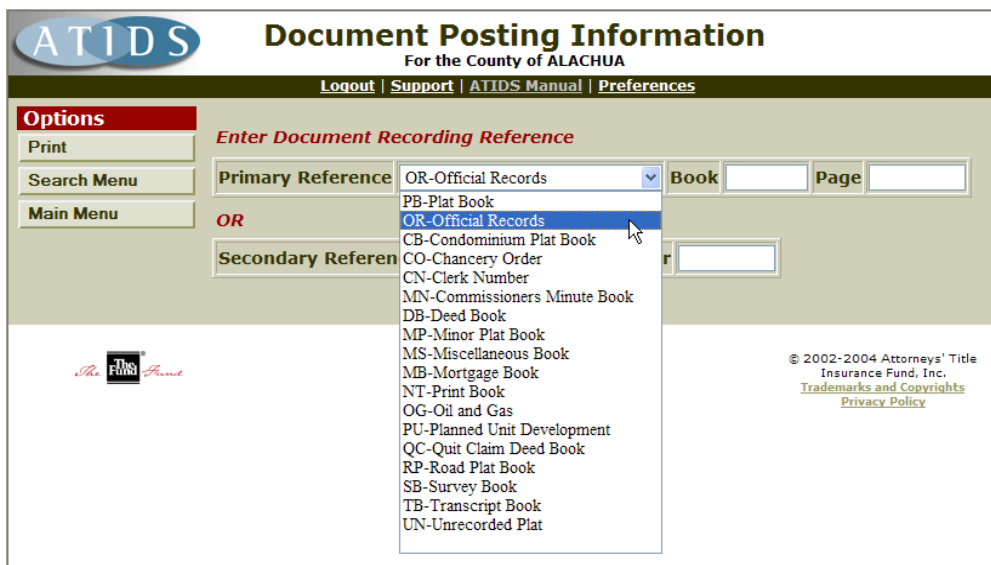
Document Name Posting Information

For this exercise, use OR Book 1704, Page 1681 in Alachua County to obtain the names associated with the document.

Obtaining The Posted Name Information

What You Do	Comments
 <p>The screenshot shows the ATIDS Document Posting Information form. The 'Primary Reference' dropdown is set to 'OR-Official Records'. The 'Book' field is empty, and the 'Page' field is empty. The 'Submit' button is visible at the bottom right.</p>	

1. The **Primary Reference** field defaults to **OR-Official Records**. The document is stamped indicating that the **Primary Reference** is **OR** for **Official Records**. *Note:* Other choices are available by selecting the arrow on the drop down box for **Primary Reference**.



The screenshot shows the ATIDS Document Posting Information form with the 'Primary Reference' dropdown menu open. The dropdown list includes the following options: OR-Official Records, PB-Plat Book, CB-Condominium Plat Book, CO-Chancery Order, CN-Clerk Number, MN-Commissioners Minute Book, DB-Deed Book, MP-Minor Plat Book, MS-Miscellaneous Book, MB-Mortgage Book, NT-Print Book, OG-Oil and Gas, PU-Planned Unit Development, QC-Quit Claim Deed Book, RP-Road Plat Book, SB-Survey Book, TB-Transcript Book, and UN-Unrecorded Plat. The 'OR-Official Records' option is highlighted.

What You Do	Comments
2. Leaving the default selection of OR- Official Records, Tab to the Book field and type 1704 .	<i>Note:</i> The document is stamped indicating that the Primary Reference field in Alachua County is OR for Official Records .
3. Tab to the Page field and type 1681 .	

ATIDS Document Posting Information
For the County of ALACHUA

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Print](#)
[Search Menu](#)
[Main Menu](#)

Enter Document Recording Reference

Primary Reference Book Page

OR

Secondary Reference Year Number

[Submit](#)

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4. Click the **Submit** button. The **Name Document Display** screen containing the document information is displayed.

ATIDS Name Document Display
For the County of ALACHUA

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Search Menu](#)
[Print](#)
[New Document Search](#)
[Main Menu](#)

Date of Filing
Primary Reference
Secondary Reference
Type of Instrument
Description

Case No.	Reference No.
<input type="text"/>	<input type="text"/>

Name	Type	Type of Instrument	Comments
ALACHUA CTY	C		86-1230
SANTA FE LAKE DWELLERS ASSN	C		86-1230
BROWN,LEVEDA,,	P		86-1230
COWARD,TOM,,	P		86-1230
NOTESTEIN,JIM,,	P		86-1230
TURLINGTON,ED,,	P		86-1230
WHEAT,PENNY,,	P		86-1230

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What You Do	Comments
Tips:	
<ul style="list-style-type: none">• Click the Print button under the Options section to print the results.	
<ul style="list-style-type: none">• To perform a new search, click the New Document Search button. The Document Posting Information screen is displayed..Click the Print button under the Options section to print the results.	
<ul style="list-style-type: none">• Displayed on this example, this name document's Type of Instrument is a MAN, which is a Mandate. For a complete list of Type of Instrument Codes, see “ATIDS Reference Tables”	

Add/Change/Find File

The **Add/Change/Find File** transaction is used to add an ATIDS file. A separate ATIDS file number must be added for each new closing transaction. The proper bill code must be assigned to the file in this transaction. The **Add/Change/Find File** transaction also allows the change of certain file related information and the scan of files in the ATIDS account.

Adding A New File

What You Do	Comments
1. From the Name Document Display Menu , click the Search Menu button.	The Search Menu is displayed. Confirm that Alachua is the selected County for the search. If it is not, change the County to Alachua by using the pull down box available in the County field.

ATIDS Search Menu

Logout | Support | ATIDS Manual | Preferences

Options

- Add/Change/Find File
- Subdivision/Condo Search
- Acreage/Govt Lot Search
- Update Property Search
- Name Search
- Multiple Name Search
- Update Name Search
- Tax Search
- Policy Rating
- Policy Search and Order

Main Menu

County: ALACHUA - OIT

Customer No.: 899916

Name: RICHARD P. BRUCE, ESQ.

Address: 5955 T.G. LEE BLVD.
ORLANDO, FL 32828

File Name/No.:

Delivery Options

Display Search Results ☐

Print Search Results ☒

Send to Document Order Queue ☒

Send to ProPel Queue ☐

LEGALS CERTIFIED 01/04/1982 THRU 05/03/2011 AT 11:00 PM
REF: 4029 / 1727
G/G CERTIFIED 01/01/1900 THRU 05/03/2011 AT 11:00 PM REF:
4029 / 1727
2010 TAX ROLL CURRENT THRU 05/09/2011

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Privacy Policy

- Tab to the **File Name/No.** field and type **[You File Number]**. The **File Number** can be up to 15 characters, digits, or a combination of characters and digits.
- Click the **Add/Change/Find File** button. The **Add/Change/Find Files** screen is displayed.

What You Do	Comments
-------------	----------

ATIDS
Add/Change/Find Files
For the County of ALACHUA

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
Cancel/Return to Search Menu

Function: Add
File Name/No.: TURLINGTON20C
Submit

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- Verify the file number. *Note: The **Function** field defaults to the **Add** function. There are two other **Functions** available at this time: **Change** and **Find**. Use **Change** to change the **description**, **Bill Code**, or **Policy Intent** question in an existing file. Use **Find** to locate a **File Name/No.***
- Click the **Submit** button. *The next screen to add a file will display.*

ATIDS
Add/Change/Find Files
For the County of ALACHUA

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
Enter/Return to Search Menu
Cancel/Return to Search Menu

Function: ADD
File Name/No.: TURLINGTON20CY
Ordered By:
Description:

Bill Code: Title Search
Project Code:

Do you propose to issue a title insurance endorsement/policy on ORNTIC processed by ATFS on the transaction?
☒ Yes ☐ No
Submit

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- Type **[Your Name]** in the **Ordered By** field. *Note: The **Ordered By** field is a required field and will appear on the account's billing activity report.*

What You Do	Comments
7. Tab to the Description field and type TURLINGTON SATISFACTION	A description of the file is placed in this field. <i>Note:</i> The Description field is a required field and will appear on the account's billing activity report.
8. Tab to the Bill Code field and select Satisfaction of Liens from the drop-down box.	The Bill Code selected here determines the cost of the file as well as the results of the property search. <i>Note:</i> The Bill Code field defaults to Title Search .

The screenshot shows the ATIDS web interface for adding or changing files. The form is titled 'Add/Change/Find Files For the County of ALACHUA'. It has a navigation bar with 'Logout', 'Support', 'ATIDS Manual', and 'Preferences'. On the left, there are 'Options' like 'Enter/Return to Search Menu' and 'Cancel/Return to Search Menu'. The main form area contains several input fields: 'Function' (ADD), 'File Name/No.' (TURLINGTON20CY), 'Ordered By' (Ima Paralegal), 'Description' (TURLINGTON SATISFACTION), 'Bill Code' (Satisfaction of Liens), and 'Project Code'. A dropdown menu for 'Bill Code' is open, showing a list of search types. Below the form, there is a question 'Do you propose ORNTIC process?' with 'Yes' and 'No' radio buttons. The footer includes the ATIDS logo and copyright information for 2002-2004 Attorneys' Title Insurance Fund, Inc.

9. Click **No** as the answer to the **Policy Intent** question.
- A **No** answer denotes that there will not be an ORNTIC/ATFS policy issued. *Note:* (1) The default is set to a **Yes** answer. (2) **Bill By Usage** codes may never be used when answering the question **Yes**.

What You Do

Comments

ATIDS Add/Change/Find Files
For the County of ALACHUA

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

[Enter/Return to Search Menu](#)

[Cancel/Return to Search Menu](#)

Function ADD

File Name/No. TURLINGTON20CY

Ordered By Ima Paralegal

Description TURLINGTON SATISFACTION

Bill Code Satisfaction of Liens

Project Code

Do you propose to issue a title insurance endorsement/policy on ORNTIC processed by ATFS on the transaction?

☐ Yes ☒ No

Submit

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10. Click the **Enter/Return to Search Menu** button under the **Options** section. You are returned to the **Search Menu**. The file has been added. *Note:* The **File Name/No.** field contains the name of the file that was just added.

ATIDS Search Menu

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

[Add/Change/Find File](#)

[Subdivision/Condo Search](#)

[Acreage/Govt Lot Search](#)

[Update Property Search](#)

[Name Search](#)

[Multiple Name Search](#)

[Update Name Search](#)

[Tax Search](#)

[Policy Rating](#)

[Policy Search and Order](#)

Main Menu

County ALACHUA - OIT **Update County**

Customer No. 899916

Name RICHARD P. BRUCE, ESQ.

Address 5955 T.G. LEE BLVD.
ORLANDO, FL 32828

File Name/No. TURLINGTON20C

Delivery Options

Display Search Results ☐

Print Search Results ☒

Send to Document Order Queue ☒

Send to ProPel Queue ☐

LEGALS CERTIFIED 01/04/1982 THRU 05/03/2011 AT 11:00 PM
REF: 4029 / 1727
G/G CERTIFIED 01/01/1900 THRU 05/03/2011 AT 11:00 PM REF:
4029 / 1727
2010 TAX ROLL CURRENT THRU 05/09/2011

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Bill By Usage Codes - Uncertified Information

Table 1:

Bill Code	Rate	Open	Conditions For Use
Legal-Per Search	\$10.00*	1 mo	Used for an uncertified legal description search.
Deeds Only Search	\$2.25*	1 mo	Used for determining the owner of a property.
Liens Only Search	\$2.25*	1 mo	Used for obtaining lien instruments posted to a property.
Mortgages Only Search	\$2.25*	1 mo	Used for locating or comparing mortgages.
Name-Per Search	\$2.25*	1 mo	Used for 20-year judgment search.
Satisfaction of Liens	\$2.25*	1 mo	Used for locating mortgage-related satisfactions, assignments, releases, and partial releases.
<p><i>Note: (1) *For each legal searched, every time it is searched. (2) When calling the Help Desk use the customer number. Copies of documents related to an ATIDS file are free, except when using the Legal bill code. There is a \$1.00 charge per page to obtain these documents if you are not using ProPel as your delivery method. For ProPel, the charge is \$0.60 per document.</i></p>			

Acreage/Govt Lot Search

Use the **Acreage/Govt Lot Search** transaction to perform searches on acreage legal descriptions (unplatted land). This search will require the acreage section breakdown codes, which can be obtained by mapping out the legal description, utilizing the **Document Posting Information** transaction, or by contacting a Fund branch.

Performing An Acreage/Government Lot Property Search

What You Do	Comments

1. From the **Search Menu**, The **Acreage/Govt Lot Search** screen is displayed.
click the **Acreage/Govt Lot Search** button.

What You Do

Comments

2. Type **05261988** in the **Search From Date** field. May 26, 1988 is the date the mortgage was filed and when the property search should begin.
3. Tab to and type **17** in the **Section** field.
4. Tab to and type **08** in the **Township** field.
5. Tab to and type **19** in the **Range** field.
6. Tab to the **S or G** field and select **Section Code** from the drop-down selection box. *Note:* For government lots, select **Government Lot** from the drop-down selection box.
7. Tab to and type **133** in the **Code** field. 133 is the first acreage code for the property found on the **Document Posting Information** printout.

What You Do	Comments
8. Tab to the next S or G field and select Section Code from the drop-down selection box.	There are two acreage codes for this property.
9. Tab to and type 333 in the Code field.	333 is the second acreage code for the property found on the Document Posting Information printout.

ATIDS Acreage / Govt Lot Search
For ALACHUA County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options **FUND BRANCH CERTIFIED THROUGH 05/03/2011 AT 11:00 PM**

[Search Menu](#) [Submit](#)

File Name/No. TURLINGTON20CY

(mmdyyyyy) (mmdyyyyy)

Search From Date 05261988 Through Date Document Filter

Section 17 Township 8 S Range 19 E

S or G	Code	S or G	Code	S or G	Code
Section Code	133	Section Code	333		

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- | | |
|-------------------------------------|---|
| 10. Click the Submit button. | The property search is performed. The number of instruments found for the search is displayed at the top of the screen. |
|-------------------------------------|---|

What You Do

Comments

ATIDS **Acreage / Govt Lot Search**
For ALACHUA County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options **18 INSTRUMENTS FOUND FOR SEARCH ARGUMENTS**

[Search Menu](#) [Deliver Search Results](#)

File Name/No. TURLINGTON20CY

(mmdyyyyy) (mmdyyyyy)

Search From Date 05261988 Through Date 05032011 Document Filter

Section 17 Township 08S Range 19E

S or G	Code	S or G	Code	S or G	Code
Section Code	133	Section Code	333		

FUND BRANCH CERTIFIED THROUGH 05/03/2011 AT 11:00 PM

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11. Click the **Deliver Search Results** button. The search results are printed and the **Search Menu** is displayed.
12. Review the printed **Search Results**. Note: The results state: “***THIS IS A RESTRICTED SEARCH. IT MAY NOT BE USED TO WRITE A TITLE POLICY***”

This is due to the Bill Code chosen.

Sample of NON-Certified Search

```

ATID  CPE#      **** ATTORNEYS' TITLE FUND SERVICES, LLC. ****  08/09/2011
                        ATTORNEY TITLE INFORMATION DATA SYSTEM      07:58:17
                        FOR COUNTY OF ALACHUA
* THIS IS A RESTRICTED SEARCH. IT MAY NOT BE USED TO WRITE A TITLE POLICY *
  DATA FOR: CHRIS BISHOP - DO NOT SEND
  CUSTOMER NO.: 899969
FUND BRANCH INFORMATION: CERTIFIED THROUGH 07/14/2011 AT 1100 PM
                        CERTIFIED THROUGH BOOK 4043   PAGE 2054
                        CERTIFIED FROM   01/04/1982

FILE NUMBER: TURLINGTON20CY
DESCRIPTION: TURLINGTON SATISFACTION

```

OPENED: 08/09/2011

```

ATID  CPE#      **** ATTORNEYS' TITLE FUND SERVICES, LLC. ****  08/09/2011
                        FOR COUNTY OF ALACHUA                        07:58

```

```

SEC- 17  TWN- 08 S  RMC- 19 E      FILE/ORDER REF: TURLINGTON20CY
SEARCH FROM- 05261988  THRU- 07142011  ID- SATS

```

```

S/G CODE  S/G CODE  S/G CODE  S/G CODE  S/G CODE  S/G CODE
->   S    133    S    333
->
->
->

```

FUND BRANCH CERTIFIED THROUGH 07/14/2011 AT 11:00 PM

18 instruments found for search arguments

```

ATID      **** ATTORNEYS' TITLE FUND SERVICES, LLC. ****  PAGE 0001 OF 0018
DOF: 04062009  PR: CR 3869      1154  SR: CN 2009 2494704  DOI: 04032009
TOI: SM  DESC:      MIN:      -      -
1ST PARTY:  FARM CREDIT N FL A C A

```

2ND PARTY: WAYNE A WINKEL WANDA L WINKEL

```

AMOUNT:      NAME:      TYPE:
REFERENCE: OR 3528/400
LEGAL: NONE

```

Printout continued on next page...

Sample of NON-Certified Search

COMMENTS:

1st pg-SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0002 OF 0018
DOF: 02262007 PR: OR 3552 31 SR: CN 2007 2316445 DOI: 02202007
TOI: SM DESC: MIN: -
1ST PARTY: P H H MTG CORP

2ND PARTY: MICHAEL W BINFORD MARY V LOWRY-BINFORD

AMOUNT: NAME: TYPE:
REFERENCE: OR 2489/363 OR 2504/1296 OR 3292/111
LEGAL: NONE

COMMENTS:

SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0003 OF 0018
DOF: 02212007 PR: OR 3549 984 SR: CN 2007 2315355 DOI: 12032006
TOI: SM DESC: MIN: -
1ST PARTY: THOR WISHART

2ND PARTY: J T KIKER SHIRLEY KIKER

AMOUNT: NAME: TYPE:
REFERENCE: OR 2288/1909
LEGAL: NONE

COMMENTS:

Printout continued on next page...

Sample of NON-Certified Search

```

SEARCHED  S/G M CODE      STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** PAGE 0004 OF 0018
DOF: 01102007  PR: CR 3528      398  SR: CN 2007 2304884  DOI: 11262002
TOI: SM  DESC:                      MIN:      -
1ST PARTY:  AGFIRST FARM CREDIT BK SUCC  FARM CREDIT BK COLUMBIA  FED LAND BK
COLUMBIA

2ND PARTY:  WAYNE A WINKEL  WANDA L WINKEL H/W

AMOUNT:      NAME:                      TYPE:
REFERENCE: OR 2511/1301 OR 2511/1312
LEGAL: NONE

COMMENTS:

SEARCHED  S/G M CODE      STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** PAGE 0005 OF 0018
DOF: 01052006  PR: CR 3292      111  SR: CN 2006 2203609  DOI: 11222005
TOI: AM  DESC:                      MIN:      -
1ST PARTY:  CUNA MUTUAL MTG CORP F/K/A  CUNA MTG CORP  C U MTG CORP

2ND PARTY:  P H H MTG CORP

AMOUNT:      NAME:                      TYPE:
REFERENCE: OR 2489/363
LEGAL: NONE

COMMENTS:

SEARCHED  S/G M CODE      STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** PAGE 0006 OF 0018
DOF: 10012002  PR: CR 2525      1364  SR: CN 2002 1871692  DOI: 09232002
TOI: SM  DESC:                      MIN:      -
1ST PARTY:  WELLS FARGO HOME MTG INC F/K/A  NORWEST MTG INC

```

Printout continued on next page...

Sample of NON-Certified Search

2ND PARTY: DEBORAH D HERB-WEINERT KARL H WEINERT H/W

AMOUNT: NAME: TYPE:
REFERENCE: OR 2136/2676
LEGAL: NONE

COMMENTS:

SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0007 OF 0018
DOF: 09042002 PR: OR 2511 1312 SR: CN 2002 1865530 DOI: 08302002
TOI: AM DESC: MIN: -
1ST PARTY: FARM CREDIT OF N FL A C A

2ND PARTY: AGFIRST FARM CREDIT BK

AMOUNT: NAME: TYPE:
REFERENCE: OR 2511/1301
LEGAL: W/2 SE/4 SE/4 SEC 17-8-16 ALSO: COM SE COR SAID W/2 SE/4 SE/4 SEC 17
AS POB, S87*W ALG S LINE SEC 17 BEING N LINE SEC 20-8-19 225', S1*E 48.4', S87*
E 225', N1*W 48.4' TO POB BEING & LYING IN SEC 17 & 20-8-19 TOG WITH VERPET (INC
)

COMMENTS:

SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0008 OF 0018
DOF: 08222002 PR: OR 2504 1296 SR: CN 2002 1862101 DOI: 07232002
TOI: AM DESC: MIN: -
1ST PARTY: CAMPUS U S A CREDIT UNION

2ND PARTY: C U N A MUTUAL MTG CORP

AMOUNT: NAME: TYPE:
REFERENCE: OR 2489/363
LEGAL: COM NE COR SEC 20-8-19, S0*E ALG E LINE SAID SEC 338.42', S87*W 643.
84' TO POB, (1) S87*W 230.07', (2) S7*E 356.64' TO PT RETURN TO POB, (3) N0*W 33
8.42', (4) S87*W 38.07', (5) S1*E 48.4', (6) S87*W 225', (7) N1*W 48.4', (INC)

Printout continued on next page...

Sample of NON-Certified Search

COMMENTS:

SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0009 OF 0018
DOF: 06132000 PR: OR 2295 2512 SR: CN 2000 1686721 DOI: 06062000
TOI: SM DESC: MIN: - -
1ST PARTY: SUNTRUST MTG INC

2ND PARTY: THOR D WISHART TYFFANY G WISHART

AMOUNT: NAME: TYPE:
REFERENCE: OR 1833/230
LEGAL: NONE

COMMENTS:

SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0010 OF 0018
DOF: 11081999 PR: OR 2262 640 SR: CN 1999 1644459 DOI: 10251999
TOI: AM DESC: MIN: - -
1ST PARTY: NORWEST MTG INC

2ND PARTY: 1ST UNION NATL BK TR

AMOUNT: NAME: TYPE:
REFERENCE: OR 2136/2676
LEGAL: NONE

COMMENTS:

Printout continued on next page...

Sample of NON-Certified Search

SEARCHED S/G M CODE				STR 17/08 S/19 E 05/26/1988-07/14/2011			
ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0011 OF 0018 DOF: 04161999 PR: OR 2226 2582 SR: CN 1999 1603357 DOI: 03181989 TOI: AM DESC: MIN: - - 1ST PARTY: CHASE MANHATTAN MTC CORP							
2ND PARTY: NORMEST BK MN NATL ASS TR							
AMOUNT:		NAME:		TYPE:			
REFERENCE: OR 2136/2676							
LEGAL: NONE							
COMMENTS:							
SEARCHED S/G M CODE				STR 17/08 S/19 E 05/26/1988-07/14/2011			
ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0012 OF 0018 DOF: 11171997 PR: OR 2140 1331 SR: CN 1997 1499588 DOI: 11141997 TOI: SM DESC: MIN: - - 1ST PARTY: FARM CREDIT N FL A C A							
2ND PARTY: DEE WILLIAMS WATSON ROGER A WATSON H/W							
AMOUNT:		NAME:		TYPE:			
REFERENCE: OR 1963/2045							
LEGAL: NONE							
COMMENTS:							
SEARCHED S/G M CODE				STR 17/08 S/19 E 05/26/1988-07/14/2011			
ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0013 OF 0018 DOF: 05311994 PR: OR 1965 2717 SR: CN 1994 1271805 DOI: 03311994 TOI: AM DESC: MIN: - - 1ST PARTY: SUNBANK TALLAHASSEE N A SUCC BY MERGER ANDREW JACKSON SAV BK							

Printout continued on next page...

Sample of NON-Certified Search

2ND PARTY: SUNTRUST MTG INC

AMOUNT: NAME:
REFERENCE: OR 1833/230 1844/2091
LEGAL: NONE

TYPE:

COMMENTS:

SEARCHED S/C M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0014 OF 0018
DOF: 05251994 PR: OR 1965 838 SR: CN 1994 1271005 DOI: 01011900
TOI: SM DESC: MIN: -
1ST PARTY: 1ST NATL BK ALACHUA

2ND PARTY: RODGER A WATSON DEE W WATSON H/W

AMOUNT: NAME:
REFERENCE: OR 1819/2297
LEGAL: NONE

TYPE:

COMMENTS:

SEARCHED S/C M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0015 OF 0018
DOF: 05201993 PR: OR 1997 1394 SR: CN 1993 1198467 DOI: 05131993
TOI: SM DESC: MIN: -
1ST PARTY: SMALL BUSINESS ADMIN

2ND PARTY: EDWIN B TURLINGTON MARR

AMOUNT: NAME:
REFERENCE: OR 1700/282
LEGAL: NONE

TYPE:

Printout continued on next page...

Sample of NON-Certified Search

COMMENTS:

SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0016 OF 0018
 DOF: 11041991 PR: CR 1833 225 SR: CN 1991 1100214 DOI: 07211988
 TOI: PRM DESC: MIN: -
 1ST PARTY: SMALL BUSINESS ADMIN

2ND PARTY: EDWIN B TURLINGTON

AMOUNT: NAME: TYPE:
 REFERENCE: OR 1700/282
 LEGAL: NE210' BY 210' OF E/2 SE/4 SE/4 OF SEC 17-8-19

COMMENTS:

SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0017 OF 0018
 DOF: 01271989 PR: CR 1724 2078 SR: CN 1989 0935722 DOI: 01201989
 TOI: SM DESC: MIN: -
 1ST PARTY: SMALL BUSINESS ADMIN AGENCY OF US

2ND PARTY: BEVERLY HILLS PLANTATION INC

AMOUNT: NAME: TYPE:
 REFERENCE: OR 955/354 1687/1430
 LEGAL: NO LEGAL SHOWN

COMMENTS: POST LTS 14-15 TOWN HAGUE DB P/424 LTS 4-9 BLK 13 S & LT UN BLK 14 S
 PB A/134-T & CODES 14 24 44 SEC 25-7-18 CODES 31 13 33 SEC 26-7-18 CODES 21 12
 22 SEC 36-7-18 CODES 214 414 234 2334 4334 434 SEC 2-8-19 CODE 11 (INC)
 SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

Printout continued on next page...

Sample of NON-Certified Search

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0018 OF 0018
DOF: 05261988 PR: OR 1700 277 SR: CN 1988 0897898 DOI: 05191988
TOI: FPM DESC: MIN: - -
1ST PARTY: SMALL BUSINESS ADMIN

2ND PARTY: BEVERLY HILLS PLANTATION INC

AMOUNT: NAME: TYPE:
REFERENCE: OR 955/354 ASN OR 1687/1430
LEGAL: E/2 SE/4 SE/4 SEC 17/8/19

COMMENTS: POST TO CODES 133 333 SEC 17/8/19

1st pg-SEARCHED S/G M CODE STR 17/08 S/19 E 05/26/1988-07/14/2011

ATID ATTORNEY TITLE INFORMATION DISPLAY SYSTEM
*
*
***** SEARCH COMPLETE *****
*
*
*
*
*

Guidelines for Eliminating Instruments

When examining an ATIDS property printout that contains lengthy metes and bounds descriptions on parcels adjacent to or within the same section code as the parcel being examined, you do not need to map legal descriptions on certain documents if you are issuing an Old Republic National Title Insurance Policy through ATFS. You may rely on the names of parties to form a chain of title.

Lengthy Metes and Bounds Descriptions

- Starting with the effective date of the property search, review the search printout and identify the deed into the current owner.
- Identify all other deeds that form the chain of title into the current record owner.
- Map the legal description on the deed of the first owner of the property or compare the legal description on the deed of the first owner with description of the property to be insured.
- Identify mortgages, satisfactions/releases of mortgages, mortgage-related documents, property liens, and satisfactions of liens for all owners in the chain of title.
- Eliminate all other deeds, liens, mortgages, and mortgage-related documents that do not include the name of any owner in the chain of title.
- Eliminate mortgages/liens executed by any owner in the chain of title that appear satisfied of record based on the property search. See *“Guidelines for Eliminating Instruments”* on page 48.
- Eliminate documents that relate to the satisfied liens/encumbrances.
- Order all other documents on the property printout that affect the property

Lesson 5 - Additional Transactions

Concept

In this lesson you will learn to use additional transactions available in the ATIDS system. Please refer to the ATIDS manual for a more detailed explanation of these transactions.

Objectives

- Obtain billing activity.
- Report the 1099-S information through ATIDS.
- Report possible posting errors.
- Search for prior policies for unplatted (acreage) property.
- Obtain real estate tax information when an ATIDS file is not being used.

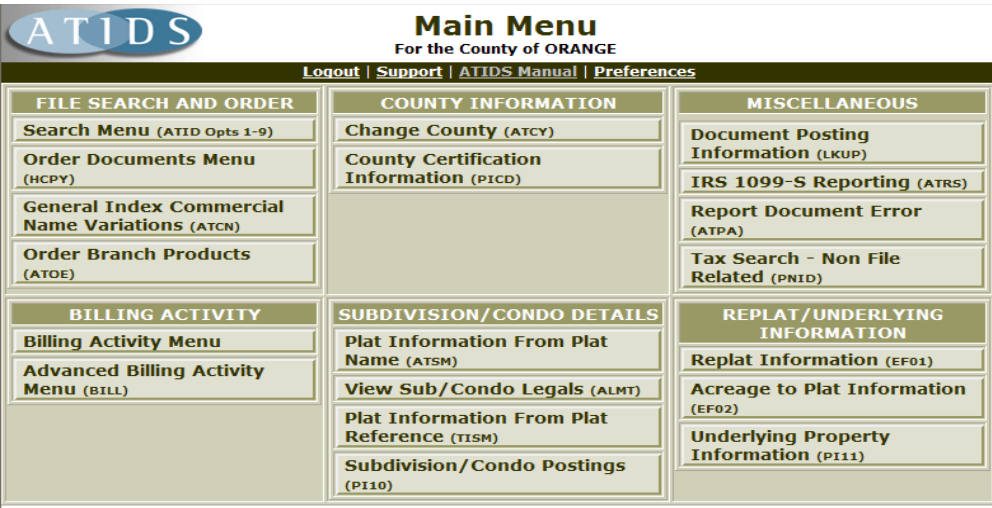
Transaction Information

Description	Transaction Information
1099 Exercise	
Seller:	Jean Luc Leblanc
Seller Forwarding Address:	325 Banyan Drive, Boca Raton, FL 33431
Seller SS#:	225-75-7935
Street Address of Property:	154 Santa Monica Avenue, Royal Palm Beach, FL 33411
Gross Proceeds Amount:	\$150,000.00
Policy Type & Number:	OF6 8510863
Closing Date:	February 1, 20CY (CY = Current Year)
Prior Policy Exercise	
Legal Description:	East Half of Southeast Quarter of Southeast Quarter (E ½ of SE ¼ of SE ¼) of Section 17, Township 8 South, Range 19 East, Alachua County, Florida. (Acreage codes - 133 and 333).
Tax Search Exercise	
Street Address:	3029 Brickell Avenue, Miami, FL
Property Appraiser TIN:	4204-001-0330

Billing Activity Menu

Use the **Billing Activity Menu** transaction to display/print the billing activity for the account. This will allow the printing of the invoice so that it can be sent in for payment. This transaction also includes an adjustment menu to submit request for adjustment to the account without calling the Help Desk. There is one year of billing data maintained in the system.

Monthly Summary

What You Do		Comments
		
<p>1. From the Main Menu, The Billing Activity Menu screen is click the Billing Activity Menu displayed.</p>		

What You Do	Comments
-------------	----------

- Click the **Summary by Month** button. The **Summary by Month** screen is displayed.

- In the **Summary by Month** field, type the month and year desired. (MMCCYY - CY= Current year)
- In the **Delivery Options** field, select the **Both** option. To **Display** only, select **Display**. To Print without displaying first, select **Print**.

What You Do

Comments

- Click the **Submit** button.

The results are displayed and are also printed. Page numbers can be changed to advance to a specific page within the range by using the **Goto Page** field. The charges and individual invoice information are provided

ATIDS - Automated Title Information Data System - Microsoft Internet Explorer provided by Attorneys' Title Insurance Fund, I

File Edit View Favorites Tools Help

ATIDS **Billing Activity** SUMMARY
Logout | Support | ATIDS Manual

Options: Print, Bill Menu, Detail Billing Activity, Invoice, Adjustment Request, Main Menu

Goto Page: 0001 of 0094

Customer No. []

Month/Year: 07/2002

File Name/No.	Type	Description	Amount	Invoice
A	PNID	TAX-MULTI MATCH-249244	\$2.00	RA07621900
AS	PNID	TAX-MULTI MATCH-1245597	\$2.00	RA07621900
C11563	TITLE	C11563	\$25.00	RA07621900
C12215	TITLE	NOVA	\$25.00	RA07621900
C12217	TITLE	NATB	\$25.00	RA07621900
C12218	TITLE	COFMA	\$25.00	RA07621900
C12222	TITLE	EMC	\$25.00	RA07621900
C12224	TITLE	EMC	\$25.00	RA07621900
C12225	TITLE	PHHB	\$25.00	RA07621900
C12231	TITLE	FHLM	\$25.00	RA07621900
C12232	TITLE	COFAO	\$25.00	RA07621900
C12236	TITLE	MISC	\$25.00	RA07621900

Enter Next Last Page

ATIDS - Automated Title Information Data System - Microsoft Internet Explorer provided by Attorneys' Title Insurance Fund, I

File Edit View Favorites Tools Help

ATIDS **Billing Activity** SUMMARY
Logout | Support | ATIDS Manual

Goto Page: 0093 of 0094

Customer No. []

File/Search Billed Activity

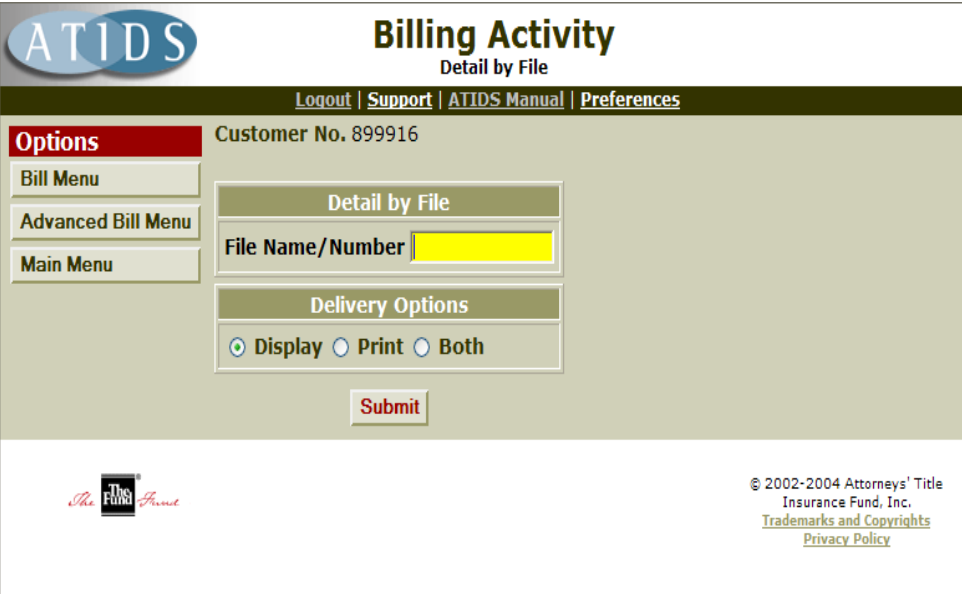
County	Count	x	Unit Price	Type	Description	Amount
53	5	X	\$25.00	TITLE	FILE(S) WITHOUT POLICY	\$125.00
53	6	X	\$25.00	TITLE	FILE(S) WITH POLICY	\$150.00
64	7	X	\$25.00	TITLE	FILE(S) WITH POLICY	\$175.00
64	5	X	\$2.00	TITLE	ATID TAX SEARCHES - MULTI MATCH	\$10.00
64	2	X	\$2.00	PNID	TAX SEARCHES - MULTI MATCH	\$4.00
64	1	X	\$7.00	PNID	TAX SEARCHES - INFORMATION	\$7.00
64	1	X	\$25.00	TITLE	FILE(S) WITHOUT POLICY	\$25.00
64	2	X	\$4.00	TITLE	ATID TAX SEARCHES - INFORMATION	\$8.00
SERVICE CHARGE						\$40.00
SUB TOTAL						\$25,646.25

First Page Previous Next Last Page

What You Do	Comments
<i>Note:</i> The last page of the Billing Activity Summary will contain a summary with a monthly subtotal.	
6. Click the Bill Menu button.	The Billing Activity Menu screen is displayed.

Detail By File

What You Do	Comments
	
1. Click the Detail by File button.	The Billing Activity Detail by File screen is displayed.



What You Do	Comments
2. Choose the appropriate Delivery Options .	Display produces screens to be reviewed online. Print sends the results to the printer without the opportunity to view them first. Both simultaneously generates screens for viewing and printouts.
3. Enter the File Name/Number information and click the Submit button.	The Detail screen is displayed for the file selected. <i>Note:</i> (1) All searches will be displayed for the file. (2) To obtain the equivalent of the monthly detail report previously sent by The Fund, enter the month/year for the month desired and select Detail Billing Activity .

ATIDS - Automated Title Information Data System - Microsoft Internet Explorer provided by Attorneys' Title Insurance Fund, I

File Edit View Favorites Tools Help

ATIDS **Billing Activity** **DETAIL**

Logout | Support | ATIDS Manual

Goto Page 0001 of 0001

Customer No.

File Reference C11563

File Name/No. C11563 Description TITLE Bill Code

Search Activity	County	Date	Amount	Invoice
Ordered By				
File Opened 07/02/2002			\$25.00	RA07621900
OR 18334 990 2404	MIAMI-DADE			
SHOJAEE,MASUD,,	MIAMI-DADE			

Enter

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4. Click the **Bill Menu** button. The **Billing Activity Menu** screen is displayed.

Invoice By Day

What You Do	Comments
-------------	----------

The screenshot shows the ATIDS Billing Activity Menu. At the top, there's a header with the ATIDS logo and the title "Billing Activity Menu". Below this, there are links for "Logout", "Support", "ATIDS Manual", and "Preferences". On the left, there's a sidebar with "Options" (Advanced Bill Menu, Main Menu). The main area displays "Customer No. 899916" and a prompt "Select one of the following actions". Below this, there are several buttons: "Summary by Month", "Summary by Date Range", "Detail by Month", "Detail by File", "Detail by Invoice Number", "Invoice by Invoice Number", "Invoice by File", "Invoice by Day", and "Adjustment Request". At the bottom, there's a logo for "The FUND Insurance Fund" and a copyright notice: "© 2002-2004 Attorneys' Title Insurance Fund, Inc. Trademarks and Copyrights Privacy Policy".

- | | |
|--|---|
| 1. Click the Invoice by Day button. | The Billing Activity Invoice by Day screen is displayed. |
|--|---|

The screenshot shows the ATIDS Billing Activity Invoice by Day screen. At the top, there's a header with the ATIDS logo and the title "Billing Activity Invoice by Day". Below this, there are links for "Logout", "Support", "ATIDS Manual", and "Preferences". On the left, there's a sidebar with "Options" (Bill Menu, Advanced Bill Menu, Main Menu). The main area displays "Customer No. 899916" and a section titled "Invoice by Day" with a date input field labeled "(mmddyyyy)". Below this, there's a section titled "Activity Date" with a date input field labeled "MMDDCCYY". Further down, there's a section titled "Delivery Options" with three radio buttons: "Display" (selected), "Print", and "Both". At the bottom, there's a "Submit" button. At the bottom of the page, there's a logo for "The FUND Insurance Fund" and a copyright notice: "© 2002-2004 Attorneys' Title Insurance Fund, Inc. Trademarks and Copyrights Privacy Policy".

- | | |
|---|--|
| 2. Choose the appropriate Delivery Options . | Display produces screens to be reviewed online. Print sends the results to the printer without the opportunity to view them first. Both simultaneously generates screens for viewing and printouts. |
|---|--|

What You Do

Comments

- In the Activity Date field enter the appropriate date and click the **Submit** button. The **Invoice** screen is displayed for the file selected. *Note:* (1) Click on the **Last Page** button to view the invoice total.

ATIDS - Automated Title Information Data System - Microsoft Internet Explorer provided by Attorneys' Title Insurance Fund, Inc.

Billing Activity
Invoice

Logout | Support | ATIDS Manual

Goto Page 0001 of 0116

Options
Print
Bill Menu
Detail Billing Activity
Summary Billing Activity
Main Menu

Bill to

Invoice No. RA07621900
Invoice Date 07/31/2002
Customer No.

File Name/No.	Qty	Description/Ordered By	Unit Price	Total
A	1		\$2.00	\$2.00
AS	1	A	\$2.00	\$2.00
SUB TOTAL			\$4.00	
SERVICE CHARGE			\$40.00	
FILE TOTAL			\$44.00	

Next Last Page

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ATIDS - Automated Title Information Data System - Microsoft Internet Explorer provided by Attorneys' Title Insurance Fund, Inc.

Billing Activity
Invoice

Logout | Support | ATIDS Manual

Goto Page 0116 of 0116

Options
Print
Bill Menu
Detail Billing Activity
Summary Billing Activity
Main Menu

Bill to

Invoice No. RA07621900
Invoice Date 07/31/2002
Customer No.

File Name/No.	Qty	Description/Ordered By	Unit Price	Total
SUB TOTAL			\$24,561.00	
SERVICE CHARGE			\$40.00	
FILE TOTAL			\$24,601.00	

First Page Previous

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- Click the **Bill Menu** button. The **Billing Activity Menu** screen is displayed.

Adjustment Request

What You Do	Comments
-------------	----------

1. From the **Billing Activity Menu** click the **Adjustment Request** button. The **Billing Activity Adjustment Request** screen is displayed.

2. Choose the appropriate **Delivery Options**. **Display** produces screens to be reviewed online. **Print** sends the results to the printer without the opportunity to view them first. **Both** simultaneously generates screens for viewing and printouts.

What You Do	Comments
3. In the Adjustment Request field enter the appropriate File Name/Number and click the Submit button.	

Note: Follow transaction instructions for the adjustment desired.

Tips

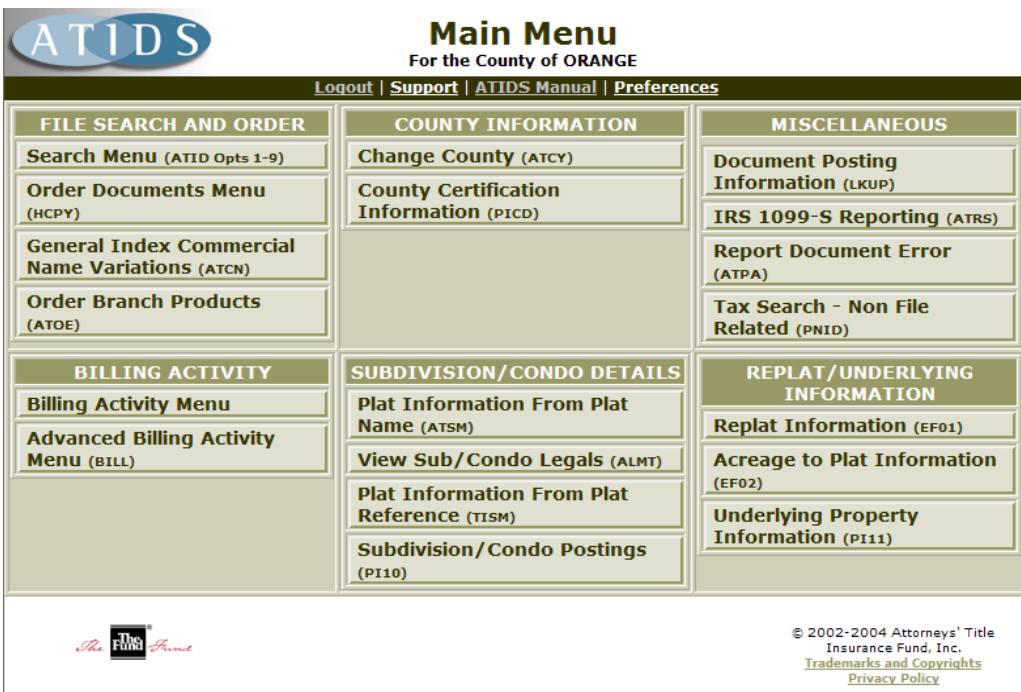
- To obtain the equivalent of the monthly detail report previously sent by The Fund, select the Detail Billing Activity option and enter the Month/Year for the month desired.
- The Fund will continue to send a consolidated monthly statement for only Open/Unpaid items.
- The Billing Activity transaction contains one year's worth of history.
- Billing charges will appear the day after a charge has been incurred.
- Date Range criteria allows any variation of a maximum of 31 days.

IRS 1099-S Reporting

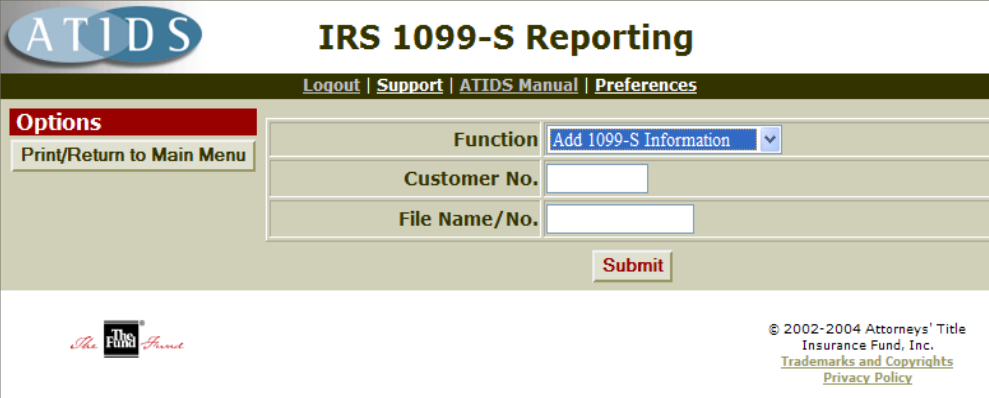
The **IRS 1099-S Reporting** transaction is used to report real estate transactions to The Fund. It is the member's responsibility to key in the accurate information about the real estate transaction being reported. The Fund forwards all reports to the IRS.

Note: For any questions regarding 1099 reporting, you may refer to the December 2010 Fund Concept article [1099-S Reporting](#) written by John Benson.

Reporting 1099-S Information

What You Do	Comments						
 <p>ATIDS Main Menu For the County of ORANGE</p> <p>Logout Support ATIDS Manual Preferences</p> <table border="1"> <tr> <td> FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE) </td> <td> COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD) </td> <td> MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID) </td> </tr> <tr> <td> BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL) </td> <td> SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10) </td> <td> REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11) </td> </tr> </table> <p>© 2002-2004 Attorneys' Title Insurance Fund, Inc. Trademarks and Copyrights Privacy Policy</p>		FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD)	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)	BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11)
FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD)	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)					
BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11)					

- From the **Main Menu**, The **IRS 1099-S Reporting** screen is click the **IRS 1099-S Reporting** button.



ATIDS IRS 1099-S Reporting

Logout | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

[Print/Return to Main Menu](#)

Function: [Add 1099-S Information](#)

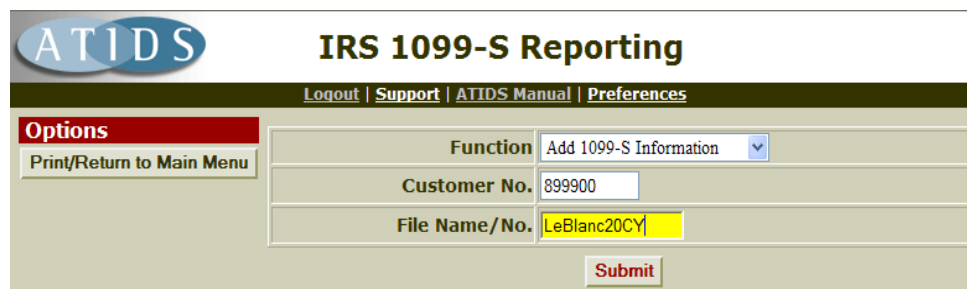
Customer No.

File Name/No.

[Submit](#)

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What You Do	Comments
2. In the Function field, select Add 1099-S Information from the drop-down selection box	To display a 1099-S information record select Display , to change a 1099-S information record select Change , to delete a 1099-S information record select Delete .
3. Tab to the Customer No. field and type 899900	899900 is used for training purposes only. Be sure to add the Fund member number assigned to the firm.
4. Tab to the File Name/No. field and type [Your file number]	Key in a unique file number for the real estate transaction. A unique file number is required by the IRS.



ATIDS **IRS 1099-S Reporting**

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Print/Return to Main Menu](#)

Function Add 1099-S Information ▼

Customer No. 899900

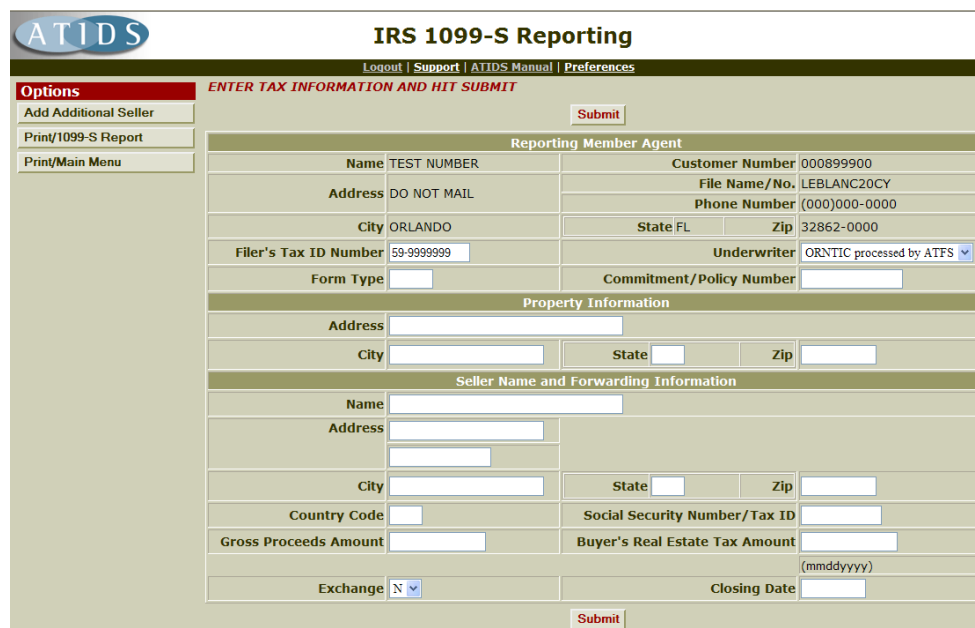
File Name/No. LeBlanc20CY

Submit



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5. Click the **Submit** button. The **IRS 1099-S Reporting** screen is displayed



ATIDS **IRS 1099-S Reporting**

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Add Additional Seller](#)
[Print/1099-S Report](#)
[Print/Main Menu](#)

ENTER TAX INFORMATION AND HIT SUBMIT **Submit**

Reporting Member Agent

Name	TEST NUMBER	Customer Number	000899900
Address	DO NOT MAIL	File Name/No.	LEBLANC20CY
City	ORLANDO	Phone Number	(000)000-0000
Filer's Tax ID Number	59-9999999	State	FL
Form Type		Zip	32862-0000
		Underwriter	ORNTIC processed by ATFS ▼
		Commitment/Policy Number	

Property Information

Address	
City	
State	
Zip	

Seller Name and Forwarding Information

Name	
Address	
City	
State	
Zip	
Country Code	
Gross Proceeds Amount	
Exchange	N ▼
Social Security Number/Tax ID	
Buyer's Real Estate Tax Amount	
Closing Date	

Submit

What You Do	Comments
6. In the Underwriter field choose the title insurance underwriter insuring the transaction from the drop-down selection box.	<i>Note:</i> The default selection is ORNTIC processed by ATFS . The drop-down selection box has a list of other underwriters. If no title insurance was issued, select No Underwriter .
7. Tab to the Form Type field and type OF6 .	This is the abbreviation for the 2006 ALTA Owner's Policy.
8. Tab to the Commitment/Policy Number field and type 8510863 .	Type the commitment or policy form number. Type NONE if no title insurance was issued. <i>Note:</i> ORNTIC commitments are no longer serialized.
9. Tab to the Address field in the Property Information section and type 154 SANTA MONICA AVE.	A brief legal description can also be used.
10. Tab to the City field and type ROYAL PALM BEACH .	
11. Tab to the State field and type FL .	
12. Tab to the Zip field and type 33411 .	
13. Tab to the Name field in the Seller Name and Forwarding Information section and type JEAN LUC LEBLANC .	<i>Note:</i> Only one name can be added in this field. When the sellers are a husband and wife, type the husband's name, unless otherwise stated by the sellers.
14. Tab to the Address field and type 325 BANYAN DRIVE .	325 Banyan Drive is the forwarding address for Jean Luc Leblanc.
15. Tab to the City field and type BOCA RATON .	
16. Tab to the State field and type FL .	<i>Note:</i> Omit the state abbreviation if the seller's forwarding address is not in the U.S. and use the Country Code field.

What You Do	Comments
17. Type 33431 in the Zip field.	<i>Note:</i> The Country Code field can be left blank if the seller resides in the US. If the seller resides outside the US, refer to Appendices in the ATIDS manual for the correct Country Code .
18. Tab to the Social Security Number/Tax ID field and type 225-75-7935 .	
19. Tab to the Gross Proceeds Amount field and type 150,000 .	The total sales price of the property sold is added. <i>Note:</i> (1) If there are multiple sellers, this amount is only the individual seller's portion displayed on the current screen. (2) The Buyer's Real Estate Tax Amount field is only filled in if the seller has paid the Real Estate taxes in November or December and there is an amount due to the seller from the buyer. This amount is found in the 400 series of the HUD-1 settlement statement.
20. Tab to the Exchange field. This field defaults to N for No.	If money was not used for a portion or all of the real estate transaction, select Y .
21. Tab to the Closing Date field and type 020120CY (CY=current year). Do not use slashes (/).	

What You Do

Comments

22. Click the **Submit** button. The **Record Added** message is displayed.

Note: (1) To add an additional seller, click the **Add Additional Seller** button under options and type the next seller's information. There is no limit to the number of sellers. (2) To return to the **IRS 1099-S Reporting** screen to add another record, click the **Print/1099-S Report** button. The **1099-S Reporting** screen is displayed and the record is printed. (3) It is the responsibility of the reporting Fund member to provide the seller with a copy of the information reported to the IRS. The Fund *only* transmits information to the IRS, not to sellers.

What You Do	Comments
23. Review the IRS 1099-S printout for accuracy.	

Tips:

- For any questions regarding 1099 reporting, you may refer to the December 2010 Fund Concept article [1099-S Reporting](#) written by John Benson.

Sample of 1099-S Printout

```

          **** ATTORNEYS' TITLE FUND SERVICES, LLC. ****
                    1099-S REPORTING SYSTEM
*****   ADDED TO TAX REPORTING FILE ON 05/24/2011 AT 14:31   *****

REPORTING MEMBER-AGENT:
  NAME: TEST NUMBER                                MEMBER-AGENT NO: 0008999
  ADDRESS: DO NOT MAIL                             BRANCH NO: 00
  CITY: ORLANDO                                   FILE NO: LEBLANC20CY
  TAX ID: 59-9999999                             PHONE: (000)000-0000
  FORM TYPE: OF6                                STATE: FL   ZIP: 32862-0000
                                              UNDERWRITER NO: 08
                                              COMMIT/POLICY NO: 8510863

PROPERTY:
  ADDRESS: 154 SANTA MONICA AVE.
  CITY: ROYAL PALM BEACH                          STATE: FL   ZIP: 33411-0000
SELLER:
  NAME: JEAN LUC LEBLANC
  ADDRESS: 325 BANYAN DRIVE
  CITY: BOCA RATON                                STATE: FL   ZIP: 33431-0000
  COUNTRY: US                                     SS NO/TAX ID: 225-75-7935
GROSS PROCEEDS AMT: 150,000.00 BUYER'S REAL ESTATE TAX AMT: 0.00
EXCHANGE (Y/N): N CLOSING DATE: 02012011

THIS IS IMPORTANT TAX INFORMATION AND IS BEING FURNISHED TO THE
INTERNAL REVENUE SERVICE. IF YOU ARE REQUIRED TO FILE A RETURN,
A NEGLIGENCE PENALTY OR OTHER SANCTION WILL BE IMPOSED ON YOU
IF THIS INCOME IS TAXABLE AND THE IRS DETERMINES THAT IT HAS
NOT BEEN REPORTED.

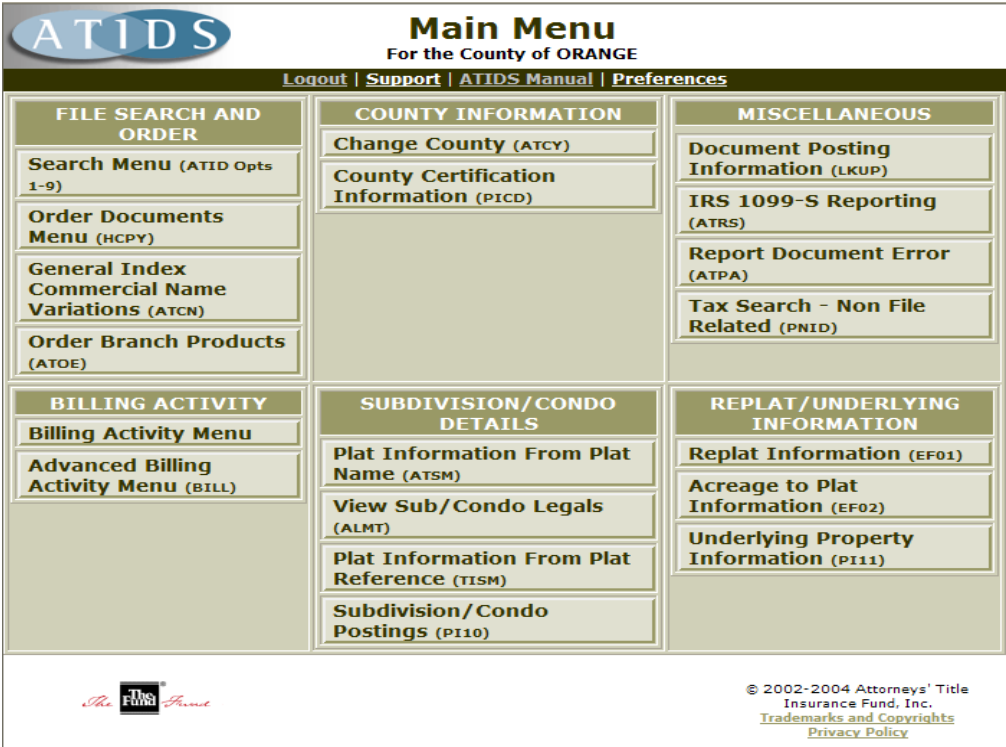
          **** END OF TAX REPORT INFORMATION ****

```

Report Document Error

The **Report Document Error** transaction allows a Fund member to report possible posting errors by The Fund which appear on the ATIDS printouts. The Fund will research the reported errors and if necessary make any corrections. The **Report Document Error** transaction assigns a posting alert reference number.

Reporting Posting Errors

What You Do	Comments
	

1. From the **Main Menu**, click the **Report Document Error** button. The **Report Document Error** screen is displayed.

What You Do

Comments

ATIDS Report Document Error

Logout | Support | ATIDS Manual | Preferences

Options
Main Menu

Submit

Customer No. 899916
RICHARD P. BRUCE, ESQ.
5955 T.G. LEE BLVD.
ORLANDO FL 32828

Requested by [Yellow Highlighted Field]

Area Code/Phone Number ([Dropdown]) [Input] - [Input]

Extension [Input]

E-Mail [Input]

County	Recording Reference	Nature of Problem
[Dropdown]	[Input]	[Input]
[Dropdown]	[Input]	[Input]
[Dropdown]	[Input]	[Input]
[Dropdown]	[Input]	[Input]
[Dropdown]	[Input]	[Input]
[Dropdown]	[Input]	[Input]
[Dropdown]	[Input]	[Input]
[Dropdown]	[Input]	[Input]
[Dropdown]	[Input]	[Input]

Submit

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2. Type **[Your Name]** in the **Requested by** field. The Fund will contact the Fund member to notify the outcome of the research.
3. Tab to the **Area Code/Phone Number** field and type **407 555 5000**. Use the Tab key to navigate from one field to the next.
4. Tab to the **E-Mail** field and type **Your E-mail address**
5. Tab to the **County** field and select the county from the drop-down selection box. For the purposes of this exercise, select **Miami-Dade**. *Note: Select the county corresponding to the property or name document.*
6. Tab to the **Recording Reference** field and type **OR 1307/378**. If the primary reference is not available, key in the secondary reference (Clerk's file number and year).

What You Do	Comments
7. Tab to the Nature of Problem field and type a description of the problem and the file number of the file. For the purposes of this exercise, type Mortgage should be posted to Lot 10, Block 1, PB 15/24; not Lot 10, Block 11 File # AB-123. *** TRAINING - PLEASE DO NOT PROCESS ***	Explain the problem and how the document should be corrected. <i>Note:</i> Text will not wrap down. Tab to additional fields for text as needed.

ATIDS

Report Document Error

Logout | Support | ATIDS Manual | Preferences

Options

Main Menu

Submit

Customer No. 899916

RICHARD P. BRUCE, ESQ.

5955 T.G. LEE BLVD.

ORLANDO FL 32828

Requested by

IMA PARALEGAL

Area Code/Phone Number

(407) 555 - 5000

Extension

E-Mail

IPARALEGAL@RBRUCE.COM

County	Recording Reference	Nature of Problem
MIAMI-DADE - OIT	OR 1307/378	Mortgage should be posted to Lot 10, Block 1,
		PB 15/24; not Lot 10, Block 11
		File #AB-123
		Training - Please Do Not Process

Submit

8. Click the **Submit** button.
- Note:* A **Posting Alert Reference Number** is automatically assigned.

What You Do	Comments
-------------	----------

ATIDS **Report Document Error**
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Print](#)
[New Posting Alert](#)
[Main Menu](#)

***** **POSTING ALERT REQUEST COMPLETE** *****
POSTING ALERT REFERENCE NUMBER:2011-1192

Customer No. 899916
 RICHARD P. BRUCE, ESQ.
 5955 T.G. LEE BLVD.
 ORLANDO FL 32828

Requested by IMA PARALEGAL
 Area Code/Phone Number (407) 555 - 5000
 Extension
 E-Mail IPARALEGAL@RBRUCE.COM

County	Recording Reference	Nature of Problem
MIAMI-DADE - OIT	OR 1307/378	MORTGAGE SHOULD BE POSTED TO LOT 10, BLOCK 1, PB 15/24; NOT LOT 10, BLOCK 11
		FILE #AB-123
		***TRAINING - PLEASE DO NOT PROCESS ***

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- Click the **Print** button under the **Options** section. The **Posting Alert Request** is printed.
- Click on the **Main Menu** button under the **Options** section. The **Main Menu** screen is displayed.

Policy Search - Acreage

Use the **Search Menu/Policy Search and Order** transaction to search for prior Fund, NATIC, and ORNTIC/ATFS title policies for acreage or government lots by entering the breakdown codes and the section-township-range of the property. Information messages, along with the number of legals found, are displayed. Prior Fund policies are indexed from 1948. Prior NATIC policies are indexed from 1980 through 1989. ***Prior ORNTIC/ATFS policies are indexed from 2009. Prior policies can only be obtained when ordered directly through ATIDS and when opening a TITLE Yes file. This is not required to SEARCH for prior policies.***

Finding Prior Policies For Acreage

What You Do		Comments						
 <div style="text-align: center;"> Main Menu For the County of ORANGE </div> <div style="text-align: center;"> Logout Support ATIDS Manual Preferences </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE) </td> <td style="width: 33%; vertical-align: top;"> COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD) </td> <td style="width: 33%; vertical-align: top;"> MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID) </td> </tr> <tr> <td style="vertical-align: top;"> BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL) </td> <td style="vertical-align: top;"> SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10) </td> <td style="vertical-align: top;"> REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11) </td> </tr> </table>			FILE SEARCH AND ORDER Search Menu (ATID Opts 1-9) Order Documents Menu (HCPY) General Index Commercial Name Variations (ATCN) Order Branch Products (ATOE)	COUNTY INFORMATION Change County (ATCY) County Certification Information (PICD)	MISCELLANEOUS Document Posting Information (LKUP) IRS 1099-S Reporting (ATRS) Report Document Error (ATPA) Tax Search - Non File Related (PNID)	BILLING ACTIVITY Billing Activity Menu Advanced Billing Activity Menu (BILL)	SUBDIVISION/CONDO DETAILS Plat Information From Plat Name (ATSM) View Sub/Condo Legals (ALMT) Plat Information From Plat Reference (TISM) Subdivision/Condo Postings (PI10)	REPLAT/UNDERLYING INFORMATION Replat Information (EF01) Acreage to Plat Information (EF02) Underlying Property Information (PI11)
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- From the **Main Menu**, The **Search Menu** is displayed. click the **Search Menu** button.

What You Do

Comments

ATIDS Search Menu

Logout | Support | ATIDS Manual | Preferences

Options

- Add/Change/Find File
- Subdivision/Condo Search
- Acreage/Govt Lot Search
- Update Property Search
- Name Search
- Multiple Name Search
- Update Name Search
- Tax Search
- Policy Rating
- Policy Search and Order
- Main Menu

County: **ORANGE - OIT** [Update County](#)

Customer No.: 899916

Name: RICHARD P. BRUCE, ESQ.

Address: 5955 T.G. LEE BLVD.
ORLANDO, FL 32828

File Name/No.:

Delivery Options

Display Search Results ☐ Print Search Results ☒

Send to Document Order Queue ☒

Send to ProPel Queue ☐

LEGALS CERTIFIED 01/01/1970 THRU 05/10/2011 AT 11:00 PM
REF: 10212 / 1321
G/G CERTIFIED 01/01/1900 THRU 05/10/2011 AT 11:00 PM REF:
10212 / 1321
2010 TAX ROLL CURRENT THRU 05/13/2011

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2. Select **Alachua** county from the drop-down selection box.

3. Click the **Policy Search and Order** button.

The **Policy Search Policy Legal Entry** screen appears. *Note:* A file number is not required when searching for prior policies. However, in order to save results, a file number is required.

ATIDS Policy Search
Policy Legal Entry

Logout | Support | ATIDS Manual | Preferences

Options

- New Search
- Customer Information
- Search Menu

ENTER FILE NAME/NO. TO SAVE RESULTS.
 Enter either a Source of Plat or a Section Township and Range

County: **ALACHUA - OIT**

File Name/No.:

Source of Plat	Book Number	Page Number	L1 Lots/Units	L2 Block/Bldg	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OR

Section: Township: S Range: E

S or G: Code:

Search From Date: 01011900 Through Date: 05242011

[Next](#)

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What You Do	Comments
4. In the Section field type 17	
5. Tab to the Township field and type 8 and select S .	<i>Note:</i> Township field and Range field will have a drop-down selection box to select N for North, S for South, E for East and W for West, accordingly.
6. Tab to the Range field and type 19 and select E .	
7. Tab to the S or G field and select Section Code .	<i>Note:</i> This exercise contains a section code breakdown. If the legal description contains a government lot number, be sure to search the Government Lot number and the Section Code Breakdown .
8. Tab to the Code field and type 33 .	Using acreage code 33 will find all prior policies for the SE ¼ of the SE ¼, which would include acreage codes 133 and 333.

The screenshot shows the ATIDS Policy Search web application. The header includes the ATIDS logo and the title "Policy Search" with the subtitle "Policy Legal Entry". Navigation links for "Logout", "Support", "ATIDS Manual", and "Preferences" are present. A sidebar on the left contains "Options" with links to "New Search", "Customer Information", and "Search Menu". The main content area has a red banner that says "ENTER FILE NAME/NO. TO SAVE RESULTS." and a sub-instruction "Enter either a Source of Plat or a Section Township and Range". Below this, there are input fields for "County" (set to "ALACHUA - OIT") and "File Name/No.". A table with headers "Source of Plat", "Book Number", "Page Number", "L1 Lots/Units", "L2 Block/Bldg", and "Section" is shown. Below the table, there is an "OR" section with input fields for "Section" (17), "Township" (8), "Range" (19), "S or G" (Section Code), and "Code" (33). At the bottom, there are date pickers for "Search From Date" (01011900) and "Through Date" (05242011), with a "Next" button.

What You Do	Comments
9. Leave the Search From Date and Through Date fields at their default values. Click the Next button.	The Policy Search results screen is displayed. The prior policy search results are displayed with detailed policy information. Policies cannot be selected at this time. <i>Note: If needed the Search From Date and Through Date fields may be edited to adjust the search parameters.</i>

ATIDS
Acreage/Govt. Lot For ALACHUA County

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

- Revise Policy Search
- New Search
- Search Menu

02 POLICIES FOUND.
ENTER FILE NAME/NO. TO SAVE RESULTS.

File Name/No.

Search From Date 01/01/1900 Through Date 05/24/2011

Section	Township	Range	S or G	Code
17	08 S	19 E	S	33

Date of Plat

Authorized Levels

Next

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10. Click the Next button.	The prior policy search results are displayed with detailed policy information.
-----------------------------------	---

What You Do

Comments

ATIDS

Policy Search

Acreage/Govt. Lot For ALACHUA County

Logout | Support | ATIDS Manual | Preferences

Options

Last Page

Revise Policy Search

New Search

Search Menu

TO SELECT AND ORDER POLICIES, BILL CODE MUST BE TITLE OR INTERVAL.

Section	Township	Range	S or G	Code
17	08S	19E	S	33

Go To Page

0001

of 0002

S	R	TYPE	Policy#	Eff. Date	Iss Agent#	Pol Amt	Ins Doc
<input type="checkbox"/>		MP	1711286	05/12/1994	48	\$40,000	OR 1963 2045
							Posting Ref S 233 NW1/4 OF SE1/4 OF SE1/4
<input type="checkbox"/>		MP	1711286	05/12/1994	48	\$40,000	OR 1963 2045
							Posting Ref S 3333 SE1/4 OF SE1/4 OF SE1/4 OF SE1/4
<input type="checkbox"/>		MP	1711286	05/12/1994	48	\$40,000	OR 1963 2045
							Posting Ref S 4333 SW1/4 OF SE1/4 OF SE1/4 OF SE1/4
<input type="checkbox"/>		MP	1711286	05/12/1994	48	\$40,000	OR 1963 2045
							Posting Ref S 433 SW1/4 OF SE1/4 OF SE1/4
<input type="checkbox"/>		MP	1393888	07/22/1991	471	\$40,000	OR 1819 2297
							Posting Ref S 233 NW1/4 OF SE1/4 OF SE1/4
<input type="checkbox"/>		MP	1393888	07/22/1991	471	\$40,000	OR 1819 2297
							Posting Ref S 3333 SE1/4 OF SE1/4 OF SE1/4 OF SE1/4

Search From Date

01/01/1900

Through Date

05/24/2011

Next

Submit

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11. Click the **Next** button.

The next page of results is displayed.

ATIDS

Policy Search

Acreage/Govt. Lot For ALACHUA County

Logout | Support | ATIDS Manual | Preferences

Options

First Page

Revise Policy Search

New Search

Search Menu

TO SELECT AND ORDER POLICIES, BILL CODE MUST BE TITLE OR INTERVAL.

Section	Township	Range	S or G	Code
17	08S	19E	S	33

Go To Page

0002

of 0002

S	R	TYPE	Policy#	Eff. Date	Iss Agent#	Pol Amt	Ins Doc
<input type="checkbox"/>		MP	1393888	07/22/1991	471	\$40,000	OR 1819 2297
<input type="checkbox"/>		MP	1393888	07/22/1991	471	\$40,000	OR 1819 2297
							Posting Ref S 4333 SW1/4 OF SE1/4 OF SE1/4 OF SE1/4
<input type="checkbox"/>		MP	1393888	07/22/1991	471	\$40,000	OR 1819 2297
							Posting Ref S 433 SW1/4 OF SE1/4 OF SE1/4

Search From Date

01/01/1900

Through Date

05/24/2011

Previous

Submit

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12. From the **File** menu select **Print**.

The active screen prints.

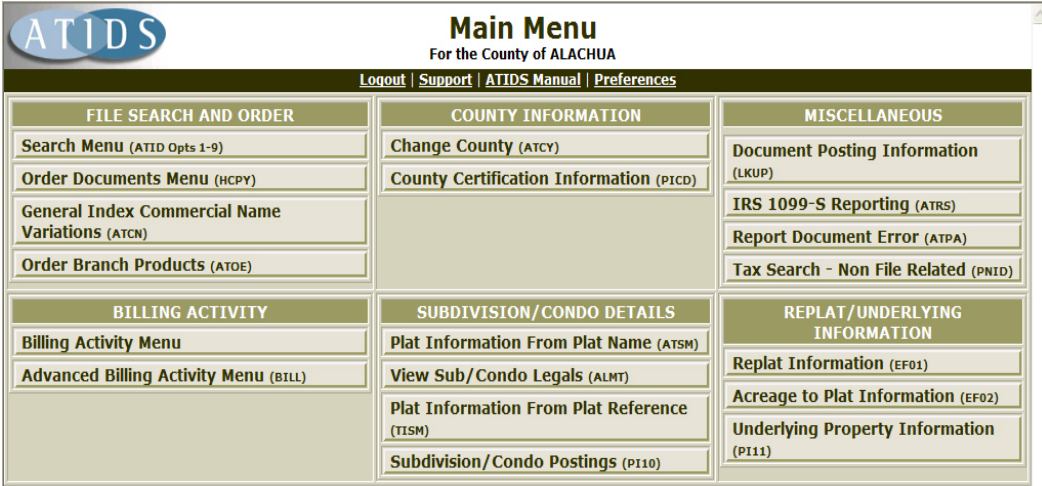

13. Return to **Main Menu**.

What You Do	Comments
<p><i>Note:</i> (1) Prior policies are listed in chronological order with the most recent policy displayed at the top. Use the Search Menu/Policy Search and Order transaction to order a hard copy of the prior policy. Remember: A TITLE Yes file MUST be open and the property search must be performed in the file prior to ordering a prior policy in the Order Policy transaction. (2) Select the Print option from the File menu to print the active screen.</p>	

Tax Search - Non File Related

The **Tax Search - Non File Related** transaction has two options. The **Tax Search Option** is used to obtain ad valorem real estate tax information. The **Taxpayer/Address Search Option** is used to obtain taxpayer's name, address, and property legal description. Use the **Tax Search - Non File Related** transaction when you do not have an established ATIDS file with a **Bill By File** code.

Using the Tax Search Option

What You Do	Comments																														
 <p>ATIDS Main Menu For the County of ALACHUA</p> <p>Logout Support ATIDS Manual Preferences</p> <table border="1"> <thead> <tr> <th>FILE SEARCH AND ORDER</th> <th>COUNTY INFORMATION</th> <th>MISCELLANEOUS</th> </tr> </thead> <tbody> <tr> <td>Search Menu (ATID Opts 1-9)</td> <td>Change County (ATCY)</td> <td>Document Posting Information (LKUP)</td> </tr> <tr> <td>Order Documents Menu (HCPY)</td> <td>County Certification Information (PICD)</td> <td>IRS 1099-S Reporting (ATRS)</td> </tr> <tr> <td>General Index Commercial Name Variations (ATCN)</td> <td></td> <td>Report Document Error (ATPA)</td> </tr> <tr> <td>Order Branch Products (ATOE)</td> <td></td> <td>Tax Search - Non File Related (PNID)</td> </tr> <tr> <th>BILLING ACTIVITY</th> <th>SUBDIVISION/CONDO DETAILS</th> <th>REPLAT/UNDERLYING INFORMATION</th> </tr> <tr> <td>Billing Activity Menu</td> <td>Plat Information From Plat Name (ATSM)</td> <td>Replat Information (EF01)</td> </tr> <tr> <td>Advanced Billing Activity Menu (BILL)</td> <td>View Sub/Condo Legals (ALMT)</td> <td>Acreage to Plat Information (EF02)</td> </tr> <tr> <td></td> <td>Plat Information From Plat Reference (TISM)</td> <td>Underlying Property Information (PI11)</td> </tr> <tr> <td></td> <td>Subdivision/Condo Postings (PI10)</td> <td></td> </tr> </tbody> </table> <p> © 2002-2004 Attorneys' Title Insurance Fund, Inc. Trademarks and Copyrights Privacy Policy</p>		FILE SEARCH AND ORDER	COUNTY INFORMATION	MISCELLANEOUS	Search Menu (ATID Opts 1-9)	Change County (ATCY)	Document Posting Information (LKUP)	Order Documents Menu (HCPY)	County Certification Information (PICD)	IRS 1099-S Reporting (ATRS)	General Index Commercial Name Variations (ATCN)		Report Document Error (ATPA)	Order Branch Products (ATOE)		Tax Search - Non File Related (PNID)	BILLING ACTIVITY	SUBDIVISION/CONDO DETAILS	REPLAT/UNDERLYING INFORMATION	Billing Activity Menu	Plat Information From Plat Name (ATSM)	Replat Information (EF01)	Advanced Billing Activity Menu (BILL)	View Sub/Condo Legals (ALMT)	Acreage to Plat Information (EF02)		Plat Information From Plat Reference (TISM)	Underlying Property Information (PI11)		Subdivision/Condo Postings (PI10)	
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	Subdivision/Condo Postings (PI10)																														

- From the **Main Menu**, use the **Change County** transaction to update the county to **Miami-Dade**. The property to be researched is located in Miami-Dade County. You must be in the correct county to obtain the tax information.

What You Do

Comments

ATIDS
For the County of MIAMI-DADE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

FILE SEARCH AND ORDER	COUNTY INFORMATION	MISCELLANEOUS
Search Menu (ATID Opts 1-9)	Change County (ATCY)	Document Posting Information (LKUP)
Order Documents Menu (HCPY)	County Certification Information (PICD)	IRS 1099-S Reporting (ATRS)
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BILLING ACTIVITY	SUBDIVISION/CONDO DETAILS	REPLAT/UNDERLYING INFORMATION
Billing Activity Menu	Plat Information From Plat Name (ATSM)	Replat Information (EF01)
Advanced Billing Activity Menu (BILL)	View Sub/Condo Legals (ALMT)	Acreage to Plat Information (EF02)
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	Subdivision/Condo Postings (PI10)	



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- From the **Main Menu**, click the **Tax Search - Non File Related** button. The **Parcel/Name Information Display** screen is displayed.

ATIDS
For the County of MIAMI-DADE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options	Account
Main Menu	899916
	RICHARD P. BRUCE, ESQ.
	5955 T.G. LEE BLVD.
	ORLANDO FL 32828
	Print Desired? <input type="radio"/> Yes <input checked="" type="radio"/> No
	Tax Search Taxpayer / Address Search



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- Click the **Tax Search** button. The **Special Notices** screen is displayed. *Note:* If a printout of the tax information is desired, select the **Yes** button on the **Print Desired** question.

What You Do

Comments

ATIDS

SPECIAL NOTICES
TAX INQUIRY FOR THE COUNTY OF MIAMI-DADE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options **Next**

[New Tax Search](#)

[Main Menu](#)

SPECIAL NOTICES:

DELINQUENT TAX RECORDS EXIST FOR PARCELS IN STILTSVILLE IN BISCAYNE BAY, PARCELS ADJACENT TO CRES ESTATES PB 158/66 (4915-001-0590, 0591, 0621, 0631 AND 0691) AND UNIT 2H IN COMMODORE CENTER CONDOMINIUM, (412 1-131-0310) , BUT ARE NOT DISPLAYED ON THIS SYSTEM. FOR THESE AREAS, PLEASE CHECK WITH THE DELINQUENT TAX OFFICE, DADE COUNTY.

WHEN REQUESTING TAX INFORMATION FROM THE COUNTY TAX OFFICE, ADD THE MUNICIPALITY # TO THE BEGINNING OF THE DISPLAYED/PRINTED FOLIO #.

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Note: In some counties the **Special Notices** screen is displayed. It is important to read the special tax information for the county being searched. This information is included on the tax printout.

4. Click the **Next** button. The Tax Search Inquiry screen displays.

ATIDS

Tax Search Inquiry
Tax Inquiry for County of MIAMI-DADE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

[New Tax Search](#)

[Main Menu](#)

Search Criteria

File Name/No.

Folio/Tax I.D. No. - -

Search by Folio/Tax ID No.

OR

Taxpayer Name

Address

Search by Address Range

Address Range From Through

Street Name

Search by Name, Address or Address Range


Add'l Navigation


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What You Do	Comments
5. In the File Name/No. field, type the file reference number.	Type a file number to identify the tax searches.
6. Tab to the Folio/Tax I.D. No. field and type 4204 , tab and type 001 , tab and type 0330 .	The folio number is the tax ID number for a specific property.

The screenshot shows the ATIDS Tax Search Inquiry web application. The header includes the ATIDS logo and the title "Tax Search Inquiry" for the County of Miami-Dade. Navigation links for Logout, Support, ATIDS Manual, and Preferences are present. On the left, there are "Options" for "New Tax Search" and "Main Menu". The main search area is divided into two sections: "Search Criteria" and "OR". The "Search Criteria" section has fields for "File Name/No." (containing "Brickell"), "Folio/Tax I.D. No." (containing "4204 - 001 - 0330"), and a "Search by Folio/Tax ID No." button. The "OR" section has fields for "Taxpayer Name", "Address", "Address Range From", "Through", and "Street Name", with a "Search by Address Range" button. At the bottom, there is a "Search by Name, Address or Address Range" button and an "Add'l Navigation" button. The footer includes the Florida State logo, copyright information for 2002-2004, and links for Trademarks and Copyrights, and Privacy Policy.


7. Click the **Search by Folio/Tax ID No.** button. The **Parcel/Name Identification** screen is displayed.

What You Do		Comments																													
 <h2 style="text-align: center;">Parcel/Name Identification</h2> <p style="text-align: center;">2010 Tax Roll Current Through 03/24/2011</p> <p style="text-align: center;"> Logout Support ATIDS Manual Preferences </p> <div style="display: flex; justify-content: space-between;"> <div> <p>Options</p> <p>Print</p> <p>New Tax Search</p> </div> <div> <p>Next Add'l Navigation</p> </div> </div> <table border="1" style="width: 100%;"> <tr> <td>Folio/Tax I.D. No.</td> <td>4204-001-0330</td> <td>Municipality</td> <td>02 MIAMI BEACH</td> </tr> <tr> <td>Taxpayer</td> <td colspan="3">EMILIO ESTEFAN JR & W GLORIA</td> </tr> </table> <table border="1" style="width: 100%;"> <tr> <td>Mailing Address</td> <td>Property Address</td> </tr> <tr> <td>39 STAR ISLAND MIAMI BEACH FL 33139-5146</td> <td>39 STAR ISLAND DR</td> </tr> </table> <table border="1" style="width: 100%;"> <tr> <td>Document Reference</td> <td colspan="3">OR 13105/3749</td> </tr> <tr> <td>Plat Reference</td> <td>PB 31/60</td> <td>Subdivision Number</td> <td>001</td> </tr> <tr> <td>Section/Township/Range</td> <td>04-54-42</td> <td>Total Acres</td> <td></td> </tr> <tr> <td>Legal Description</td> <td colspan="3">4 54 42 STAR ISLAND CORR PL PB 31-60 LOTS 38 & 39 & RIP RTS LOT SIZE 200.000 X 400 OR 13105-3749 1286 1 OR 15324-1050 1291 4</td> </tr> </table> <p style="text-align: center; color: red;"><i>End of parcel/name identification</i></p> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <p>Next Add'l Navigation</p> </div>				Folio/Tax I.D. No.	4204-001-0330	Municipality	02 MIAMI BEACH	Taxpayer	EMILIO ESTEFAN JR & W GLORIA			Mailing Address	Property Address	39 STAR ISLAND MIAMI BEACH FL 33139-5146	39 STAR ISLAND DR	Document Reference	OR 13105/3749			Plat Reference	PB 31/60	Subdivision Number	001	Section/Township/Range	04-54-42	Total Acres		Legal Description	4 54 42 STAR ISLAND CORR PL PB 31-60 LOTS 38 & 39 & RIP RTS LOT SIZE 200.000 X 400 OR 13105-3749 1286 1 OR 15324-1050 1291 4		
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8. Click the **Next** button.

What You Do		Comments																												
 <h2 style="text-align: center;">Parcel Inquiry</h2> <p style="text-align: center;">2010 Tax Roll Current Through 03/24/2011</p> <p style="text-align: center;"> Logout Support ATIDS Manual Preferences </p> <div style="display: flex; justify-content: space-between;"> <div> <p>Options</p> <p>Print</p> <p>New Tax Search</p> </div> <div> <p>Previous Next Additional Navigation</p> </div> </div> <table border="1" style="width: 100%;"> <tr> <td>Folio/Tax I.D. No.</td> <td>4204-001-0330</td> <td>Municipality</td> <td>02 MIAMI BEACH</td> </tr> </table> <table border="1" style="width: 100%;"> <tr> <td>Tax Appraisal Date</td> <td></td> </tr> <tr> <td>Total Appraised Values</td> <td>\$7,227,892.00</td> </tr> <tr> <td>Land Appraised Value</td> <td>Improvements Appraised Value</td> </tr> </table> <table border="1" style="width: 100%;"> <tr> <th colspan="3">Sale Information</th> </tr> <tr> <td>Sale Date</td> <td>Type</td> <td>Amount</td> </tr> <tr> <td>Document Reference</td> <td colspan="2"></td> </tr> </table> <table border="1" style="width: 100%;"> <tr> <td>Improvement Type</td> <td>Construction</td> </tr> <tr> <td>Zoning Code</td> <td>Agricultural</td> </tr> <tr> <td>County Use Code</td> <td></td> </tr> <tr> <td>State Use Code</td> <td></td> </tr> </table> <p style="text-align: center; color: red;"><i>End of parcel inquiry</i></p> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <p>Previous Next Additional Navigation</p> </div>				Folio/Tax I.D. No.	4204-001-0330	Municipality	02 MIAMI BEACH	Tax Appraisal Date		Total Appraised Values	\$7,227,892.00	Land Appraised Value	Improvements Appraised Value	Sale Information			Sale Date	Type	Amount	Document Reference			Improvement Type	Construction	Zoning Code	Agricultural	County Use Code		State Use Code	
Folio/Tax I.D. No.	4204-001-0330	Municipality	02 MIAMI BEACH																											
Tax Appraisal Date																														
Total Appraised Values	\$7,227,892.00																													
Land Appraised Value	Improvements Appraised Value																													
Sale Information																														
Sale Date	Type	Amount																												
Document Reference																														
Improvement Type	Construction																													
Zoning Code	Agricultural																													
County Use Code																														
State Use Code																														

9. Click the **Next** button.

What You Do

Comments

ATIDS **Tax Criteria**
 2010 Tax Roll Current Through 03/24/2011
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options [Previous](#) [Next](#) [Additional Navigation](#)

[Print](#)
[New Tax Search](#)

Folio/Tax I.D. No.	4204-001-0330	Municipality	02 MIAMI BEACH
Nonexempt Value	\$0.00	Appraised	\$7,227,892.00

Exemptions		Taxes	
Homestead	\$25,000.00	Total Millage	200 22.0665
	00	City	\$46,674.25
Other		County	\$111,922.93
		School	
Widow		Other	
Disabled			
Veteran			

Non Ad Valorem Assessments	
Amount	Type G GUARD
Amount	Type
Amount	Type

End of tax criteria

[Previous](#) [Next](#) [Additional Navigation](#)

10. Click the **Print** button under the **Options** section. All the tax information is printed.

ATIDS **Tax Criteria**
 2010 Tax Roll Current Through 03/24/2011
[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options [Previous](#) [Next](#) [Additional Navigation](#)

[Print](#)
[New Tax Search](#)

PRINT IN PROCESS - PRESS APPROPRIATE KEY TO CONTINUE

Folio/Tax I.D. No.	4204-001-0330	Municipality	02 MIAMI BEACH
Nonexempt Value	\$0.00	Appraised	\$7,227,892.00

Exemptions		Taxes	
Homestead	\$25,000.00	Total Millage	200 22.0665
	00	City	\$46,674.25
Other		County	\$111,922.93
		School	
Widow		Other	
Disabled			
Veteran			

Non Ad Valorem Assessments	
Amount	Type G GUARD
Amount	Type
Amount	Type

End of tax criteria

[Previous](#) [Next](#) [Additional Navigation](#)

11. Review the tax search printout. *Note:* Click the **Additional Navigation** button for the **Additional Navigation Selection Menu**

Sample Tax Search Printout

ATID CYP# **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** 08/09/2011
PARCEL/NAME INFORMATION DISPLAY 08:10:38
FOR THE COUNTY OF MIAMI-DADE

DATA FOR: CHRIS BISHOP - DO NOT SEND
ATS ACCOUNT: 10542

FILE NUMBER: ESTEFAN20CY

FOLIO NUMBER: 4204-001-0330

TAXPAYER:

ADDRESS:

ADDRESS RANGE SEARCH:

NUMBER FROM: TO: STREET NAME:

DISCLAIMER

THE INFORMATION IN THIS REPORT HAS BEEN OBTAINED SOLELY FROM THE COMPUTERIZED TAX RECORDS OF THE TAX COLLECTOR OF MIAMI-DADE COUNTY, FLORIDA, AND IS FURNISHED AS UNCERTIFIED INFORMATION. NO EXAMINATION HAS BEEN MADE OF ANY MANUALLY POSTED RECORDS OR ANY SEPARATE SOURCES OF TAXES OR SPECIAL ASSESSMENTS, SUCH AS THE RECORDS OF ANY MUNICIPALITY OR SPECIAL TAXING DISTRICT.

SPECIAL NOTICES:

DELINQUENT TAX RECORDS EXIST FOR PARCELS IN STILTSVILLE IN BISCAYNE BAY, PARCELS ADJACENT TO CRES ESTATES PB 158/66 (4915-001-0590, 0591, 0621, 0631 AND 0691) AND UNIT 2H IN COMMODORE CENTER CONDOMINIUM, (412

Printout continued on next page...

Sample Tax Search Printout

1-131-0310) , BUT ARE NOT DISPLAYED ON THIS SYSTEM. FOR THESE AREAS,
PLEASE CHECK WITH THE DELINQUENT TAX OFFICE, DADE COUNTY.

WHEN REQUESTING TAX INFORMATION FROM THE COUNTY TAX OFFICE, ADD THE
MUNICIPALITY # TO THE BEGINNING OF THE DISPLAYED/PRINTED FOLIO #.

PARCEL/NAME IDENTIFICATION
2010 TAX ROLL CURRENT THROUGH 03/24/2011

PAGE 01
LEGAL 01

FOLIO: 4204-001-0330 02 MIAMI BEACH

TAXPAYER: EMILIO ESTEFAN JR & W GLORIA

MAIL ADDRESS:
39 STAR ISLAND
MIAMI BEACH FL 33139-5146

PROPERTY ADDRESS:
39 STAR ISLAND DR

DOC REF: OR 13105/3749
PLAT REF: PB 31/60 SUB NO: 001 S-T-R: 04-54-42 ACRES:

LEGAL: 4 54 42 STAR ISLAND CORR PL PB 31-60 LOTS 38 & 39 & RID RTS LOT
SIZE 200.000 X 400 OR 13105-3749 1286 1 OR 15324-1050 1291 4

End of Parcel/Name Identification

PARCEL INQUIRY
2010 TAX ROLL CURRENT THROUGH 03/24/2011

PAGE 01

FOLIO: 4204-001-0330 02 MIAMI BEACH

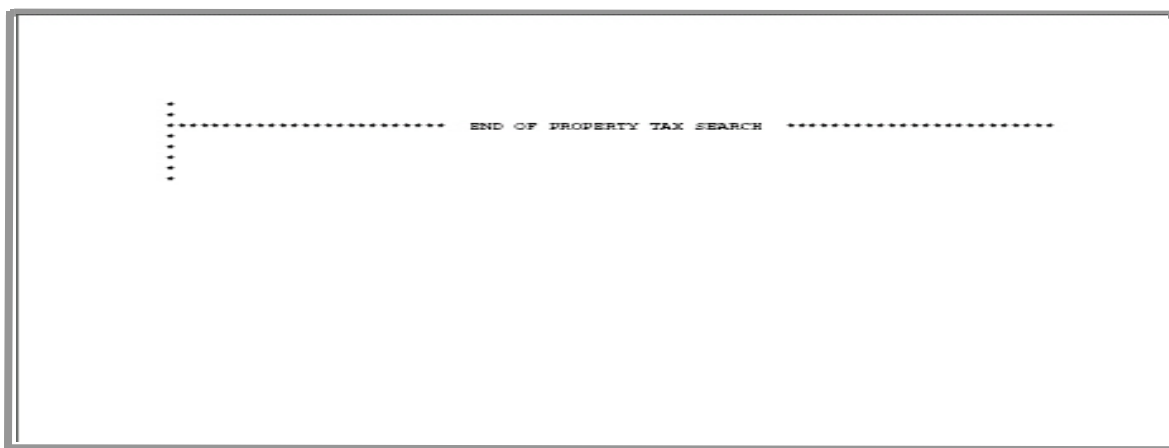
DATE OF APPRAISAL:
VALUES: APPRAISED: 7,227,892.00 LAND:
IMPROVEMENTS:

SALE INFORMATION: DATE:
TYPE:
AMOUNT:
DOC REF:

IMPROVEMENT TYPE: NEW CONSTRUCTION:
ZONING CODE: AGRICULTURE:
COUNTY USE CODE:

Printout continued on next page...

Sample Tax Search Printout



What You Do	Comments
12. Click the New Tax Search button under the Options section. Click on the New Tax Search button, again, to display the tax search main menu.	The Search Selection screen is displayed.



Parcel / Name Information Display

For the County of MIAMI-DADE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
Main Menu

Account		
899916		
RICHARD P. BRUCE, ESQ.		
5955 T.G. LEE BLVD.		
ORLANDO	FL	32828
Print Desired? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Tax Search		Taxpayer / Address Search



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Tax Search - Non File Related (Continued)

Using The Taxpayer/Address Search Option

What You Do	Comments
1. Click the Taxpayer/Address Search button.	The Taxpayer/Address Search screen displays.

The screenshot shows the ATIDS Taxpayer / Address Search web interface. At the top, the ATIDS logo is on the left, and the title 'Taxpayer / Address Search' is in the center, with 'For the County of MIAMI-DADE' below it. A navigation bar contains links for 'Logout', 'Support', 'ATIDS Manual', and 'Preferences'. On the left side, there is a sidebar with 'Options' (highlighted in red), 'New Tax Search', and 'Main Menu'. The main content area is titled 'Search criteria' and contains several input fields: 'File Name/No.', 'Taxpayer Name', 'Address', and a 'Street Name' section. The 'Street Name' section includes 'Search by Address Range From' and 'Through' fields, followed by a 'Street Name' field. A red 'Submit' button is located at the bottom right of the form.

- | | |
|---|---|
| 2. In the File Name/No. field, type the file reference number. | Type a file number to identify the tax searches. |
| 3. Tab to the Address field and type 3029 BRICKELL AVE. | The taxpayer's name may be typed in the Taxpayer Name field as a search criteria. <i>Note:</i> When entering the address, only type the city, state, or zip code when looking to narrow down the search results. If the record is not retrieved, use the property mailing address. |

What You Do

Comments

- Click the **Submit** button. The **Taxpayer/Address Inquiry** screen is displayed.




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- Click the **Print** button under the Options section. The search results are printed.

What You Do

Comments

**Taxpayer / Address Inquiry**

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options

New Tax Search

Print

Main Menu

PRINT IN PROCESS - PRESS APPROPRIATE KEY TO CONTINUE

Page 01

Taxpayer	GUNTHER CORP	
	Mail Address	Property Address
	475 NE 50 TERR	3029 BRICKELL AVE
	MIAMI FL 33137-3018	
Legal	BRICKELLS FLAGLER PB 5-44 LOT 99 BLK B LOT SIZE 51000 SQUARE FEET	
	OR 19197-2358 07 2000 1	

Taxpayer		
	Mail Address	Property Address
Legal		

6. Review the tax information printout.

Sample Tax Information Printout

PNID CYP@	**** ATTORNEYS' TITLE FUND SERVICES, LLC. ****	08/09/2011
	PARCEL/NAME INFORMATION DISPLAY	08:19:53
	FOR THE COUNTY OF MIAMI-DADE	
DATA FOR:	CHRIS BISHOP - DO NOT SEND	
ATS ACCOUNT:	10542	
CUSTOMER REFERENCE NUMBER:	BRICKELL2	
TAXPAYER:		
ADDRESS:	3029 BRICKELL AVE	
ADDRESS RANGE SEARCH:		
NUMBER FROM:	TO:	STREET NAME:
Important: taxpayer/address screen print only		
DISCLAIMER		
THE INFORMATION IN THIS REPORT HAS BEEN OBTAINED SOLELY FROM THE COMPUTERIZED TAX RECORDS OF THE TAX COLLECTOR OF MIAMI-DADE COUNTY, FLORIDA, AND IS FURNISHED AS UNCERTIFIED INFORMATION. NO EXAMINATION HAS BEEN MADE OF ANY MANUALLY POSTED RECORDS.		
TAXPAYER/ADDRESS INQUIRY		
		PAGE 01
TAXPAYER:	GUNTHER CORP	
MAIL ADDRESS:	475 NE 50 TERR MIAMI FL 33137-3018	PROPERTY ADDRESS: 3029 BRICKELL AVE
LEGAL:	BRICKELLS FLAGLER PB 5-44 LOT 99 BLK B LOT SIZE 51000 SQUARE FEET OR 19197-2358 07 2000 1	
TAXPAYER:		
MAIL ADDRESS:		PROPERTY ADDRESS:
LEGAL:		

*
***** Taxpayer/address inquiry screen print complete *****
*
*
*
*

What You Do	Comments
7. Click the Main Menu button under the Options section.	The Main Menu is displayed.

Tax Search - Non File Related Inquiry Rates

Table 2:

Search Selection	Option Button	Total Cost
Tax information obtained by Tax Search Option	Tax Search	\$7.00
Tax information obtained by Taxpayer/Address Search Option	Taxpayer/Address Search	\$2.00

Tax Search - File Related Inquiry Rates

Table 3:

Search Selection	Option Button	Total Cost
Tax information obtained by Tax Search Option	Tax Search	\$6.00
Tax information obtained by Taxpayer/Address Search Option	Taxpayer/Address Search	\$2.00

Lesson 6 - Limited Residential Search

Concept

In this lesson, you will learn how to perform a **Limited Residential Search (LRS)**. The **LRS** is used to issue an ORNTIC/ATFS Short Form Residential Loan Policy (SF6) less than or equal to \$500,000 on a completed residential 1-4 family dwelling involving fee simple title. The insured property must consist of at least one complete lot or condominium unit.

Objectives

- Open an ATIDS file with a Limited Residential Search bill code.
- Perform a Limited Residential Search.

Transaction Information

Description	Transaction Information
Borrower:	Pierre Hoo-Chong & Renise Hoo-Chong
Property Address:	3349 Calcutta Avenue, Orlando, FL 32817
Loan Amount:	\$95,000.00
Policy Type:	SF6 Short Form Residential Loan Policy
Legal Description:	Lot 187, HARBOR EAST, Unit 2, Plat Book 5, Page 93.

Search Menu

The **Add/Change/Find File** transaction is used to add an ATIDS file. A separate ATIDS file number must be added for each new closing transaction. The proper bill code must be assigned to the file in this transaction. The **Add/Change/Find File** transaction also allows the change of certain file-related information and the scan of files in the ATIDS account.

Adding A New File

What You Do	Comments

- From the **Main Menu**, if necessary, use the **Change County** transaction to update the county to **Orange**. The property to be researched is located in Orange County.

What You Do		Comments
		

- From the **Main Menu**, click the **Search Menu** button.

The **Search Menu** is displayed. The **Search Menu** screen is displayed. *Note:* The **Add/Change/Find File** transaction is used to add an ATIDS file. A separate ATIDS file number must be added for each new closing transaction. The proper **Bill Code** must be assigned to the file in this transaction. The **Add/Change/Find File** transaction also allows the change of certain file related information and the scan of files in the ATIDS account.

What You Do	Comments

- In the **County** field, confirm that the correct county is shown, if not, select **Orange** county, and click the **Update County** button. This transaction involved property located in Orange County. *Note:* When signing-on, the system defaults to your home county.
- In the **File Name/No.** field, type the file name/number for this transaction. *Note:* The **File Name/No.** can be up to 15 characters, digits, or a combination of characters and digits.
- Choose the **Delivery Options** you want for the file. For now, choose **Display Search Results**. To obtain a printout, select **Print Search Results**. To also store the documents in the **Order Documents** transaction, also select **Send to Document Order Queue**. To send the search results to ProPel, select **Send to ProPel Queue**. To display the search results within the current Web ATIDS session, including real time image viewing, select **Display Search Results**. *Note:* The **Delivery Options** field defaults to **Print Search Results** and **Send to Document Order Queue**. Choosing **Display Search Results** deselects the default selections.

What You Do	Comments
	<p>ATIDS Search Menu</p> <p>Logout Support ATIDS Manual Preferences</p> <p>Options</p> <ul style="list-style-type: none"> Add/Change/Find File Subdivision/Condo Search Acreage/Govt Lot Search Update Property Search Name Search Multiple Name Search Update Name Search Tax Search Policy Rating Policy Search and Order <p>Main Menu</p> <p>County: ORANGE - OIT [Update County]</p> <p>Customer No.: 899916</p> <p>Name: RICHARD P. BRUCE, ESQ.</p> <p>Address: 5955 T.G. LEE BLVD. ORLANDO, FL 32828</p> <p>File Name/No.: HOOCHONG20CY</p> <p>Delivery Options</p> <ul style="list-style-type: none"> Display Search Results <input checked="" type="checkbox"/> Print Search Results <input type="checkbox"/> Send to Document Order Queue <input type="checkbox"/> Send to ProPel Queue <input type="checkbox"/> <p>LEGALS CERTIFIED 01/01/1970 THRU 05/10/2011 AT 11:00 PM REF: 10212 / 1321 G/G CERTIFIED 01/01/1900 THRU 05/10/2011 AT 11:00 PM REF: 10212 / 1321 2010 TAX ROLL CURRENT THRU 05/24/2011</p>

6. Click on the **Add/Change/Find File** button. The **Add/Change/Find Files** screen is displayed.

ATIDS Add/Change/Find Files
For the County of ORANGE

Logout | Support | ATIDS Manual | Preferences

Options

- Cancel/Return to Search Menu

Function: Add

File Name/No.: HOOCHONG20CY

Submit

7. Verify that you have entered the correct file number. If not you may change it before clicking the **Submit** button. *Note: The **Function** field defaults to the **Add** option. There are 3 options available. The **Change** option is used to change the description, Bill Code, or Policy Intent question in an existing file. The **Find** option is used to locate an existing file number.*
8. Click on the **Submit** button. The next screen needed to add the file displays.

What You Do

Comments

9. Type **[Your Name]** in the **Ordered By** field.
*Note: The **Ordered By** field is a required field and will appear on the account's billing activity report.*
10. Tab to the Description field and type **Hoo-Chong Refi.**
*A description of the file is placed in this field. The name of the Borrower will be the description for this file. *Note:* The **Description** field is a required field and will appear on the account's billing activity report.*
11. Tab to the **Bill Code** field and select **Limited Residential Search.**
*The **Bill Code** selected here determines the cost of the file. The **Limited Residential Search** file is open for 12 months at a cost of \$25. *Note:* The **Bill Code** field defaults to **Title Search**.*

What You Do

Comments

ATIDS Add/Change/Find Files
For the County of ORANGE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Enter/Return to Search Menu](#)
[Cancel/Return to Search Menu](#)

Function ADD

File Name/No. HOOCHONG20CY

Ordered By Ima Paralegal

Description Hoo-Chong To Daniels

Bill Code Limited Residential Search

Project Code Limited Residential Search

Do you propose ORNTIC process?
☒ Yes ☐ No

sement/policy on ?

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12. Confirm the **Yes** answer to the **Policy Intent** question. In order to use the **Limited Residential Search Bill Code** The Fund member *must* issue an ORNTIC/ATFS Short Form Residential Loan Policy (SF6).
13. Click the **Submit** button. The **Limited Residential Search** screen is displayed.

ATIDS Limited Residential Search
For the County of ORANGE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
[Search Menu](#)

Issuing Short Form Residential Loan Policy? ☒ Yes

Policy Amount Less Than or Equal to \$500K? ☒ Yes

Completed 1-4 Family Residential Structure? ☒ Yes

Does Property Consist Of At Least ONE COMPLETE LOT or Condo Unit? ☒ Yes

File Name/No. HOOCHONG20CY

Source of Plat PB-Plat Book **Book** **Page**

L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

FUND BRANCH CERTIFIED THROUGH 05/10/2011 AT 11:00 PM

Submit

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Performing The Limited Residential Property Search

The **Limited Residential Property Search** can be performed from the **Search Menu** or from the **Add/Change/Find File** transaction. Once the file is identified with a bill code of **Limited Residential Search**, the ATIDS system will automatically default to the **Limited Residential Search** property search screen. Only property records for platted legal descriptions such as subdivisions and condominiums with the LRS criteria are permitted.

What You Do	Comments
1. Choose Y to the question Issuing Short Form Residential Loan Policy? .	Entering Y here denotes an ORNTIC/ATFS Short Form Residential Loan Policy (SF6) is going to be issued as a result of the search.
2. Choose Y to the question Policy Amount Less Than or Equal to \$500K? .	Entering a Y here denotes the policy amount will be less than or equal to \$500,000.
3. Choose Y to the question Completed 1-4 Family Residential Structure? .	Entering a Y here denotes the closing is for an existing residential 1-4 family dwelling involving fee simple title, and the property is a platted subdivision or a condominium.
4. Choose Y to the question Does Property Consist Of At Least ONE COMPLETE LOT or Condo Unit? .	Entering a Y here denotes the property consists of at least one complete lot or condo unit. <i>Note:</i> The Source of Plat field defaults to Plat Book .
5. Click in the Book field and type 5 .	The Book Number for Harbor East Unit 2 is 5
6. Tab to the Page field and type 93 .	The Page Number for Harbor East Unit 2 is 93.
7. Tab to the L1 Lot/Unit field and type 187 .	<i>Note:</i> This search allows one plat reference with up to 6 legals pertaining to the same transaction.

What You Do

Comments

ATIDS Limited Residential Search
For the County of ORANGE

Logout | Support | ATIDS Manual | Preferences

Options
Search Menu

Issuing Short Form Residential Loan Policy? : Y
Policy Amount Less Than or Equal to \$500K? : Y
Completed 1-4 Family Residential Structure? : Y
Does Property Consist Of At Least ONE COMPLETE LOT or Condo Unit? : Y

File Name/No. HOOCHONG20CY
Source of Plat PB-Plat Book Book 5 Page 93

L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng
187		

FUND BRANCH CERTIFIED THROUGH 05/10/2011 AT 11:00 PM

Submit

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8. Click the **Submit** button. The property search is performed. The number of instruments found will display at the top of the screen. *Note:* Because the **Display Search Results** option was selected, no search results are sent to the printer at this time.

ATIDS Limited Residential Search
For the County of ORANGE

Logout | Support | ATIDS Manual | Preferences

Options
Search Menu

16 Instruments found for search arguments

Issuing Short Form Residential Loan Policy? : Y
Policy Amount Less Than or Equal to \$500K? : Y
Completed 1-4 Family Residential Structure? : Y
Does Property Consist Of At Least ONE COMPLETE LOT or Condo Unit? : Y

File Name/No. HOOCHONG20CY
Source of Plat PB-Plat Book Book 5 Page 93

L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng
187		

PLAT CERTIFIED - ALL POSTINGS CONFORM TO AUTHORIZED LEGALS.
FUND BRANCH CERTIFIED THROUGH 05/10/2011 AT 11:00 PM

For Issuance of a ShortForm Residential Loan Policy
Name Searches and Tax Search Required to Complete the LRS Transaction

Next

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What You Do	Comments
9. Click the Next button.	The first page of the search results is displayed.

ATIDS Search Results

Logout | Support | ATIDS Manual | Preferences

Options

Order Documents Menu

Search Menu

1ST PG-SEARCHD 187/ / PB 5 / 93 11/10/1992-05/10/2011

Instrument **1** of **16**

Next

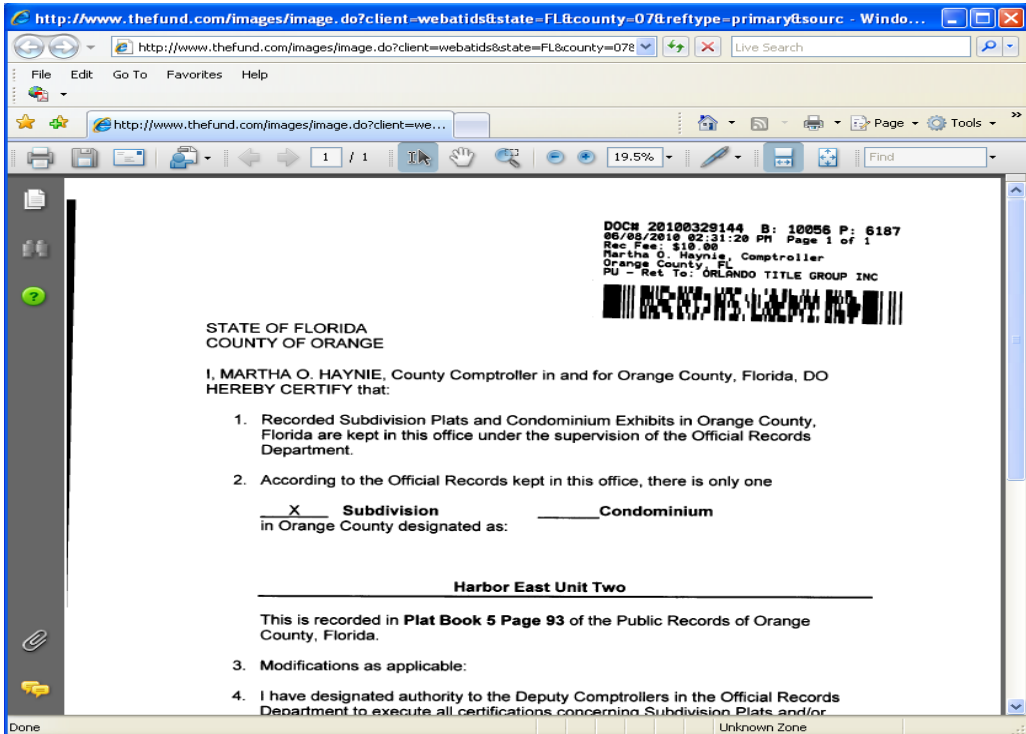
Date of Filing	Primary Reference	Secondary Reference	Date of Instrument
06/08/2010	OR 10056 6187	CN 2010 0329144	06/08/2010

Type of Instrument	AFF
Description	
Mortgage ID No.	- -
1st Party	CTY COMPTROLLER IN & FOR ORANGE CTY FL
2nd Party	
Amount	
Name	
Type	
Recording Reference	
Legal Description	HARBOR E UNIT 2 PB 5/93
Comments	

Next

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10. Click on the Document Icon in the **Primary Reference** field for the document returned. Web ATIDS displays the document requested, which may be printed, saved, or e-mailed by choosing the appropriate button in the document viewer window.

What You Do	Comments
 <p>The screenshot shows a web browser window with the URL http://www.thefund.com/images/image.do?client=webatids&state=FL&county=07&ref=primary&source=.... The document is titled "STATE OF FLORIDA COUNTY OF ORANGE" and is a certification by Martha O. Haynie, County Comptroller. It includes a list of items and a signature line for Harbor East Unit Two. The document is displayed in a window titled "http://www.thefund.com/images/image.do?client=webatids&state=FL&county=07&ref=primary&source=...".</p>	

11. Close the document viewer window and click the **Search** menu button in the **Options** area.
 12. This time, choose the **Print Search Results**, **Send to Document Order Queue**, and **Send to ProPel Queue** options.
- The **Search Menu** is displayed. We wish to return to the Search Menu in order to choose other **Delivery Options** for the **Limited Residential Search**.

What You Do

Comments

13. Click the **Subdivision/Condo Search** button.

The Limited Residential Search screen is displayed. *Note:* Web ATIDS has retained the search parameters previously entered for the file.

14. Click the **Submit** button.

The property search is performed. The number of instruments found will display at the top of the screen.

What You Do

Comments

ATIDS **Limited Residential Search**
For the County of ORANGE

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options
Search Menu

16 instruments found for search arguments

Issuing Short Form Residential Loan Policy? :	Y
Policy Amount Less Than or Equal to \$500K? :	Y
Completed 1-4 Family Residential Structure? :	Y
Does Property Consist Of At Least ONE COMPLETE LOT or Condo Unit? :	Y

File Name/No. HOOCHONG20CY
Source of Plat PB-Plat Book Book 5 Page 93

L1 Lot/Unit	L2 Block/Bldg	L3 Sec/Twn/Rng
187		

PLAT CERTIFIED - ALL POSTINGS CONFORM TO AUTHORIZED LEGALS.
FUND BRANCH CERTIFIED THROUGH 05/10/2011 AT 11:00 PM

For Issuance of a ShortForm Residential Loan Policy
Name Searches and Tax Search Required to Complete the LRS Transaction


[Next](#)

15. Click the **Next** button.

The **Limited Residential Search** is printed and the **Search Menu** is displayed. *Note:*1) Because printed search results options were selected, the search results are automatically sent to the printer. 2) You have completed only the property search. A complete search also requires a name and a tax search. Use **Search Menu/Name Search** to search the names. Use **Search Menu/Tax Search** (where available in WebATIDS) to perform a tax search. Use **Main Menu/Order Documents** to order copies of other documents, if needed.

What You Do

Comments




Search Menu

[Logout](#) | [Support](#) | [ATIDS Manual](#) | [Preferences](#)

Options	Search Fields	Delivery Options
Add/Change/Find File	<div>O=Online; I=Imaged; T=Taxes; G=Grantor/Grantee</div> <div> County: ORANGE - OIT Update County </div>	<div> <input type="checkbox"/> Display Search Results </div> <div> <input checked="" type="checkbox"/> Print Search Results </div> <div> <input checked="" type="checkbox"/> Send to Document Order Queue </div> <div> <input checked="" type="checkbox"/> Send to ProPel Queue </div>
Subdivision/Condo Search	Customer No. 899916	
Acreage/Govt Lot Search	Name RICHARD P. BRUCE, ESQ.	
Update Property Search	Address 5955 T.G. LEE BLVD.	
Name Search	ORLANDO, FL 32828	
Multiple Name Search	File Name/No. HOOCHONG20CY	
Update Name Search		
Tax Search		
Policy Rating		
Policy Search and Order		
Main Menu		

LEGALS CERTIFIED 01/01/1970 THRU 05/10/2011 AT 11:00 PM
REF: 10212 / 1321
G/G CERTIFIED 01/01/1900 THRU 05/10/2011 AT 11:00 PM REF:
10212 / 1321
2010 TAX ROLL CURRENT THRU 05/24/2011



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[Privacy Policy](#)

16. Review the printout.

Sample of Property Printout

```

ATID  CYP#      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** 08/09/2011
                        ATTORNEY TITLE INFORMATION DATA SYSTEM 08:22:44
                        FOR COUNTY OF ORANGE
* * * * * CERTIFIED PRINTOUT * * * * *
DATA FOR: CHRIS BISHOP - DO NOT SEND
CUSTOMER NO.: 899969
FUND BRANCH INFORMATION: CERTIFIED THROUGH 07/21/2011 AT 11:00 PM
                        CERTIFIED THROUGH BOOK 10242 PAGE 5784
                        CERTIFIED FROM 01/01/1970

```

```

FILE NUMBER: HOOCHONG20CY
DESCRIPTION: HOO-CHONG TO DANIELS

```

```

OPENED: 08/09/2011

```

```

PLRS  CYP#      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** 08/09/2011
                        FOR COUNTY OF ORANGE 08:22

```

```

Issuing Short Form Residential Loan Policy? : Y (Y,N)
Policy Amount Less Than or Equal to $ 500 K? : Y (Y,N)
Completed 1-4 Family Residential Structure? : Y (Y,N)
Does Property Consist Of At Least ONE COMPLETE LOT or Condo Unit? : Y (Y,N)
SP- PB BK- 5 PG- 93 FILE/ORDER REF: HOOCHONG20CY

```

```

--L1-- --L2-- --L3-- --L1-- --L2-- --L3-- --L1-- --L2-- --L3--
-> 187
->
PLAT NAME: HARBOR EAST UNIT 2 (LTS 139-204 ONLY)
DATE OF PLAT- 01/24/1974

```

```

                        AUTHORIZED LEVELS- L / /
PLAT CERTIFIED - ALL POSTINGS CONFORM TO AUTHORIZED LEGALS.
FUND BRANCH CERTIFIED THROUGH 07/21/2011 AT 11:00 PM

```

```

For Issuance of a ShortForm Residential Loan Policy
Name Searches and Tax Search Required to Complete the LRS Transaction
16 instruments found for search arguments

```

```

ATID      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** PAGE 0001 OF 0016
DOF: 06082010 FR: CR 10056 6187 SR: CN 2010 0329144 DOI: 06082010
TOI: AFF DESC: MIN: -
1ST PARTY: CTY COMPTROLLER IN & FOR ORANGE CTY FL

```

```

2ND PARTY:

```

```

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: HARBOR E UNIT 2 PB 5/93

```

Sample of Property Printout

COMMENTS:

1st pg-SEARCHED 187/ / DB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0002 OF 0016
DOF: 09222009 PR: OR 9937 6154 SR: CN 2009 0563606 DOI: 09182009
TOI: AM DESC: MIN: -
1ST PARTY: HOMECRAFTERS U S A INC

2ND PARTY: PROVINCIAL INV INC

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: LT 187 HARBOR E UNIT 2 DB 5/93

COMMENTS:

SEARCHED 187/ / DB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0003 OF 0016
DOF: 09222009 PR: OR 9937 6152 SR: CN 2009 0563605 DOI: 09142009
TOI: M DESC: MIN: -
1ST PARTY: PIERSE HOO-CHONG RENISE HOO-CHONG H/W

2ND PARTY: HOMECRAFTERS U S A INC 5050 S HWY 17-92 106 CASSELBERRY FL 32707

AMOUNT: 7493.56 NAME: HOMECRAFTERS U S A TYPE: CONV
REFERENCE:
LEGAL: LT 187 HARBOR E UNIT 2 DB 5/93

COMMENTS:

Printout continued on next page...

Sample of Property Printout

```

SEARCHED 187/ / PB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0004 OF 0016
DOF: 11142005 PR: CR 8303 3277 SR: CN 2005 0771762 DOI: 10132005
TOI: SM DESC: MIN: -
1ST PARTY: BK AMER N A SUCC NATIONSBANK N A SUCC BARNETT BK N A

2ND PARTY: PIERRE HOO-CHONG RENISE HOO-CHONG

AMOUNT: NAME: TYPE:
REFERENCE: OR 5516/1940
LEGAL: NONE

```

COMMENTS:

```

SEARCHED 187/ / PB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0005 OF 0016
DOF: 10182005 PR: CR 8253 1199 SR: CN 2005 0703990 DOI: 09292005
TOI: M DESC: MIN: -
1ST PARTY: PIERRE HOO-CHONG RENISE HOO-CHONG H/W

2ND PARTY: BK AMER N A 6700 LAKEVIEW CENTER DR TAMPA FL 33619

AMOUNT: 60505.00 NAME: BK AMER TYPE: CONV
REFERENCE:
LEGAL: LT 187 HARBOR E UNIT 2 PB 5/93

```

COMMENTS:

```

SEARCHED 187/ / PB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0006 OF 0016
DOF: 09272005 PR: CR 8215 630 SR: CN 2005 0655368 DOI: 01011900
TOI: UCO DESC: MIN: -
1ST PARTY: I S P C

```

Printout continued on next page...

Sample of Property Printout

2ND PARTY: PIERRE HOO-CHONG

AMOUNT: NAME: TYPE: TERM
REFERENCE: OR 6592/219
LEGAL: NONE

COMMENTS:

SEARCHED 187/ / FB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0007 OF 0016
DOF: 06032003 PR: OR 6935 3247 SR: CN 2003 0302730 DOI: 05282003
TOI: NC DESC: MIN: -
1ST PARTY: HOO CHONG A/K/A PIERRE HOO CHONG 3349 CALCUTTA AVE ORL FL 32817

2ND PARTY:

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: TN 12-22-30-3378-01870

COMMENTS: C-QUINN-ROBERTS#207 KELSEY LN-TAMPA FL 33619-L-NONE\$ #POSTING P
ER WD OR 4486/1396

SEARCHED 187/ / FB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0008 OF 0016
DOF: 08142002 PR: OR 6592 219 SR: CN 2002 0394964 DOI: 01011900
TOI: UCC DESC: MIN: -
1ST PARTY: PIERRE HOO-CHONG

2ND PARTY: INDEPENDENT SAV PLAN CO

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: LT 187 HARBOR E UNIT 2 FB 5/93

Printout continued on next page...

Sample of Property Printout

COMMENTS:

SEARCHED 187/ / FB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0009 OF 0016
DOF: 07011998 PR: CR 5516 1940 SR: CN 1998 0261636 DOI: 06181998
TOI: M DESC: MIN: - -
1ST PARTY: PIERRE HOOCHONG REMISE HOOCHONG H/W

2ND PARTY: BARNETT BK N A MC 576-640 BLDG 600 9000 SOUTHSIDE BLVD JACKSONVIL
LE FL 32256

AMOUNT: 35726.25 NAME: BARNETT BK TYPE: CONV
REFERENCE:
LEGAL: LT 187 FB 5/93

COMMENTS:

SEARCHED 187/ / FB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0010 OF 0016
DOF: 04151998 PR: CR 5458 3905 SR: CN 1998 0139300 DOI: 03271998
TOI: SM DESC: MIN: - -
1ST PARTY: BRUCE E DERBY

2ND PARTY: PIERRE HOOCHONG REMISE HOOCHONG H/W

AMOUNT: NAME:
REFERENCE: OR 4486/1397 TYPE:
LEGAL: LT 187 FB 5/93

COMMENTS:

Printout continued on next page...

Sample of Property Printout

```

SEARCHD  187/      /      PB      5 /      93 11/10/1992-07/21/2011

ATID      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** PAGE 0011 OF 0016
DOF: 11101992  PR: CR 4486      1397  SR: CN 1992 4276120  DOI: 11061992
TOI: M  DESC:      MIN:      -      -
1ST PARTY: PIERRE HOOCHONG RENISE HOOCHONG H/W

2ND PARTY: BRUCE E DERBY SNGL

AMOUNT:      68000.00 NAME: MORSE MESSERVEY      TYPE: CONV
REFERENCE:
LEGAL: LT 187 PB 5/93
  
```

COMMENTS:

```

SEARCHD  187/      /      PB      5 /      93 11/10/1992-07/21/2011

ATID      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** PAGE 0012 OF 0016
DOF: 11101992  PR: CR 4486      1396  SR: CN 1992 4276119  DOI: 11061992
TOI: WD DESC:      MIN:      -      -
1ST PARTY: BRUCE E DERBY SNGL

2ND PARTY: PIERRE HOO CHONG RENISE HOOCHONG H/W 3349 CALCUTTA AVE ORLANDO F
L 32817

AMOUNT:      595.00 NAME: MORSE MESSERVEY      TYPE:
REFERENCE: TN 12-22-30-3378-01870
LEGAL: LT 187 PB 5/93
  
```

COMMENTS:

```

SEARCHD  187/      /      PB      5 /      93 11/10/1992-07/21/2011

ATID      **** ATTORNEYS' TITLE FUND SERVICES, LLC. **** PAGE 0013 OF 0016
DOF: 11191975  PR: CR 2660      1184  SR:      0000 0000000  DOI: 01011900
TOI: R  DESC:      MIN:      -      -
1ST PARTY: HARBOREAST DEV CO
  
```

Printout continued on next page...

Sample of Property Printout

2ND PARTY:

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: HARBOREAST UN 2 OR 2495/114 ET

COMMENTS:

SEARCHED 187/ / FB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0014 OF 0016
DOF: 02131975 PR: OR 2602 26 SR: 0000 0000000 DOI: 01011900
TOI: R DESC: MIN: -
1ST PARTY: FIRST FED SAV & LOAN MIAMI HARBOREAST DEV CO

2ND PARTY:

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: HARBOREAST UN 2

COMMENTS:

SEARCHED 187/ / FB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0015 OF 0016
DOF: 09041974 PR: OR 2564 183 SR: 0000 0000000 DOI: 01011900
TOI: R DESC: MIN: -
1ST PARTY: AMERICAN FED SAV & LOAN ORL HARBOREAST DEV CO

2ND PARTY:

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: 139 141-153 ETC HARBOREAST UN

Printout continued on next page...

Sample of Property Printout

COMMENTS:

SEARCHED 187/ / PB 5 / 93 11/10/1992-07/21/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0016 OF 0016
DOF: 01291974 PR: CR 2495 114 SR: 0000 0000000 DOI: 01011900
TOI: R DESC: MIN: - -
1ST PARTY: HARBOREAST DEV CO INC

2ND PARTY:

AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: HARBOREAST UN 2

COMMENTS:

Let pg-SEARCHED 187/ / PB 5 / 93 11/10/1992-07/21/2011

ATID ATTORNEY TITLE INFORMATION DISPLAY SYSTEM
*
*
***** SEARCH COMPLETE *****
*
*
*
*

Search Tips for Limited Residential Search (LRS) Files

Tips:

- If a file contains an incorrect **Source of Plat**, e.g., Plat or Official Records Book and/or Page, an **Error Message** is displayed. Change the information and search again.
- If a file contains the wrong **Source**, Book and Page and the search runs, call the Help Desk for assistance.
- No more than 6 legals may be added to an **LRS** file.
- A name search and a tax search are required to complete the **LRS** transaction. Use **Order Documents Menu** to order copies of the documents.
- If a legal description is ineligible for **LRS Bill Code**, change the **Bill Code** to Title or call the Help Desk to cancel the file, and then order a Branch product.
- Use the ORNTIC/ATFS Short Form Residential Loan Policy (SF6) jacket only when an **LRS** Search is conducted.

**Propel - Additional
Features**

Lesson 7 - ProPel Additional Features

Introduction

ProPel®, the Fund's electronic document storage and imaging software package, is the perfect complement to **ATIDS**. With **ProPel**, the Fund can transmit high-quality, first-generation images directly to your PC, as opposed to lower-quality fax images, or delivery via courier. It provides faster access and easier transfer, plus quicker turn-around time for your clients - many documents can be transmitted to you in minutes, and you can receive **Branch Products** faster, eliminating courier delay.

Designed to keep you competitive in today's quickly changing marketplace, **ProPel** provides e-mail and export options and gives you the capability to receive, organize, and electronically store documents, as well as **ATIDS** search results.

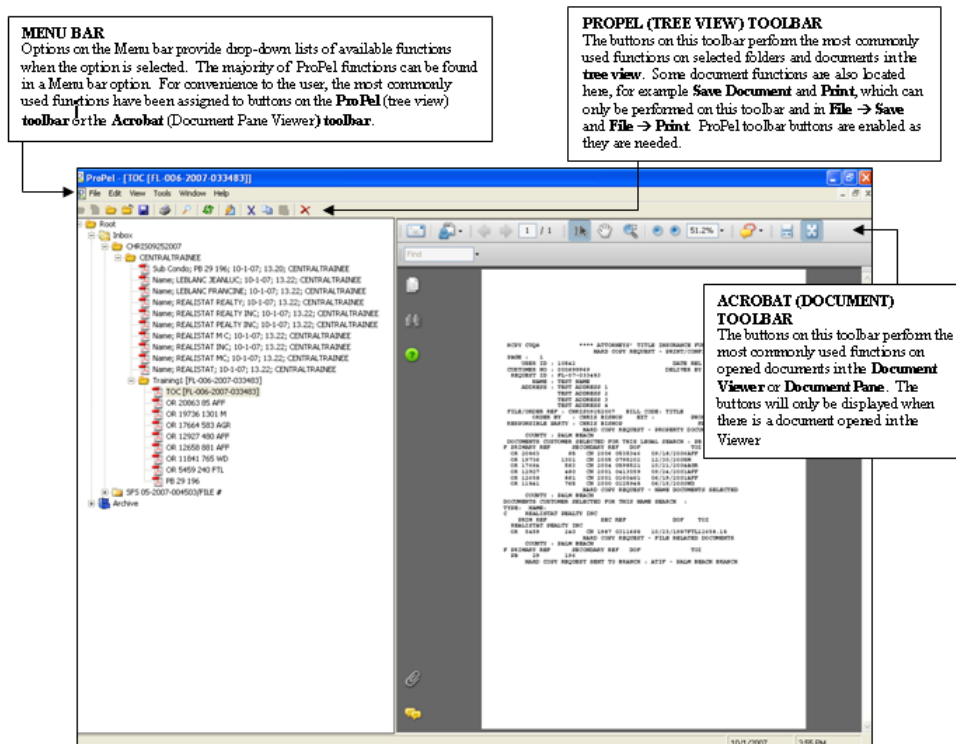
ProPel eliminates the need for costly fax and courier services as well as off-site storage of real estate files. The **Scan** feature allows you to add important documents into **ProPel** for electronic storage on a variety of writeable media (such as disks, CDs, and network file systems, to name a few) eliminating off-site storage costs. Once you begin storing and managing your documents, products, and search results in **ProPel**, the need to maintain actual hard copy storage files can be greatly reduced or eventually eliminated.


Features of **ProPel®** give you the capability to:



- Receive, organize, electronically store, e-mail, and export documents, including **ATIDS** search results.
- Print individual or multiple pages.
- View documents or pages with thumbnails.
- Scan important documents into **ProPel** for electronic storage, eliminating off-site storage costs.
- Arrange/rearrange and name/rename documents and folders.
- Increase or decrease magnification of the display and rotate a document.
- Copy and paste selected areas of documents into other documents.
- Move documents between disconnected **ProPel**-enabled PCs by exporting documents to a **Package File** and importing that **Package File** onto any other **ProPel** PC.
- Add any type of documents to **ProPel**, extending its usefulness as a document storage solution.
- Add notes to documents.
- Change the document sequence within any folder to follow the Chain of Title.
- Receive **Branch Products**, their supporting documents, and corresponding **DoubleTime®** data files via **ProPel**.


Layout Of The Propel Screen

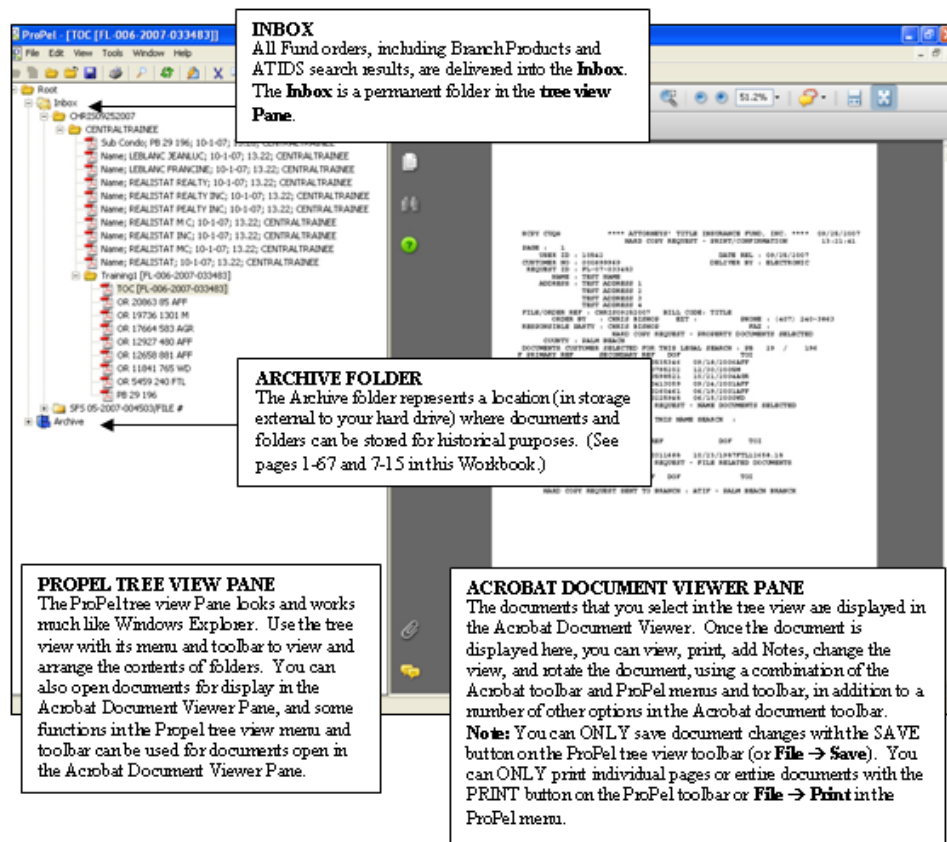
When **ProPel** starts, the screen shown below is displayed. The parts of the screen are briefly discussed here.



Note: For the most part, buttons on the **ProPel** toolbar perform commonly used functions in the tree view, although some functions like **Save Document** 

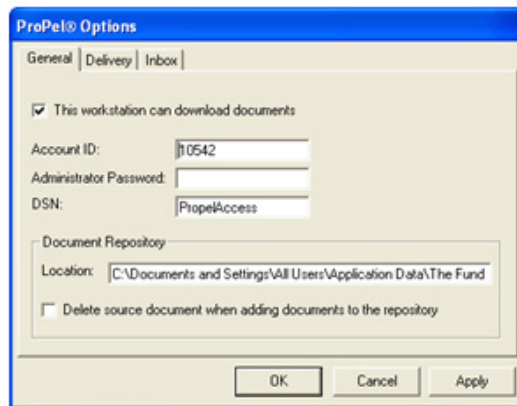
Close Document  and **Print**  also perform functions on the document opened in the **Acrobat Document Pane**. Buttons on the **Acrobat Toolbar** *only* perform functions on the open document. The **File > Print**

option in the **ProPel** menu or the **Print** button on the **ProPel** toolbar  are the *only* ways to print either entire documents or selected pages, whether the document is open in the **Document Viewer** or not.



ProPel Inbox Options

The settings for **Tree View** configuration set in **Tools > Options > Inbox** determine how folders and documents arrive into the **Inbox** and whether additional text is added to the folder and document name display. These **Inbox Options** are password-protected. Only a **System Administrator** can configure the **Inbox** settings for your entire office. All users should have the same **Inbox** configuration settings to maintain consistency in how folders are created and named when they arrive in the **Inbox**. All users on a network should be installed to share the same **Inbox**. The configuration settings included here are available only to the **System Administrator**.



Note: Once the **Inbox Options** settings have been established and an order has entered the **Inbox**, changing the **Inbox Options** will not modify the configuration of folders and documents previously downloaded.

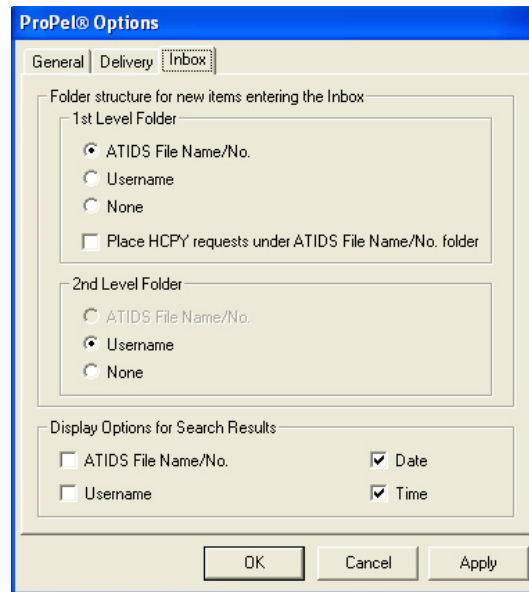
Note: You can specify how documents enter your **Inbox**, by defining two levels of folder display options for documents entering the **Inbox**. **ProPel** then creates your folder configuration by the choices made.

- The first folder level is created directly under the **Inbox** folder in the **Tree View Pane**.
- The second folder level is optional and is created under the first folder level. The two options for creating folders are: **ATIDS File Name/Number** and **Username**. By selecting various combinations of these two options, you can organize your folders consistently in a way that is easily understood within the context of your office and how you do business.

Here's an example of the **Inbox Folder** configuration with a first level folder and a second level folder with a document under the second level.



In the **ProPel Options** dialog box, select the **Inbox** tab, and set your configuration according to the following five combinations:



Configuration #1:

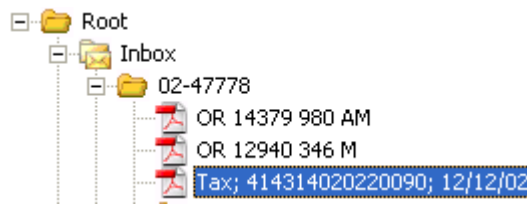
This is the default configuration when **ProPel** is installed.

What You Do	Comments
1. Select ATIDS File Name/No. under 1st Level Folder .	You can also select Place HCPY Requests under ATIDS File Name/No. folder, which means HCPY requests are displayed as files under the ATIDS File Name/No.
2. Select Username under 2nd Level Folder .	
3. Select any combination of options under Display Options for Search Results .	The default configuration for these options is Date and Time , but you can also choose to display the ATIDS File Name/No. and Username on these search results documents.
4. Click Apply and OK .	
5. Example of Configuration #1	



Configuration #2:

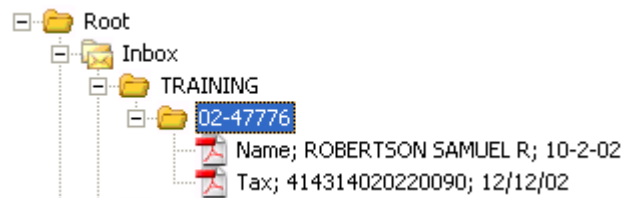
What You Do	Comments
1. Select ATIDS File Name/No. under 1st Level Folder .	You can also select Place HCPY Requests under ATIDS File Name/No. folder, which means HCPY requests are displayed as files under the ATIDS File Name/No.
2. Select None under 2nd Level Folder .	
3. Select any combination of options under Display Options for Search Results .	The default configuration for these options is Date and Time , but you can also choose to display the ATIDS File Name/No. and Username on these search results documents.
4. Click Apply and OK .	
5. Example of Configuration #2	



Configuration #3:

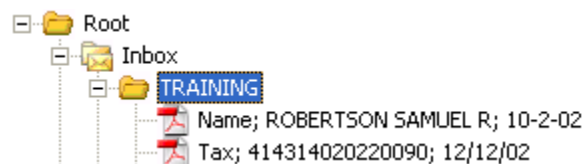
What You Do	Comments
1. Select Username under 1st Level Folder .	You can also select Place HCPY Requests under ATIDS File Name/No. folder, which means HCPY requests are displayed as files under the ATIDS File Name/No.
2. Select ATIDS File Name/No. under 2nd Level Folder .	
3. Select any combination of options under Display Options for Search Results .	The default configuration for these options is Date and Time , but you can also choose to display the ATIDS File Name/No. and Username on these search results documents.

What You Do	Comments
4. Click Apply and OK .	
5. Example of Configuration #3	



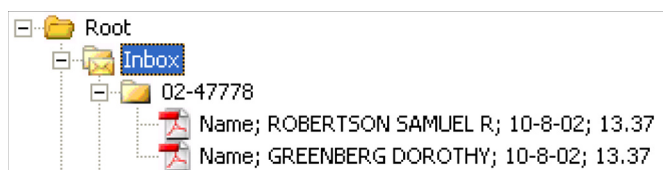
Configuration #4:

What You Do	Comments
1. Select Username under 1st Level Folder .	You can also select Place HCPY Requests under ATIDS File Name/No. folder, which means HCPY requests are displayed as files under the ATIDS File Name/No.
2. Select None under 2nd Level Folder .	
3. Select any combination of options under Display Options for Search Results .	The default configuration for these options is Date and Time , but you can also choose to display the ATIDS File Name/No. and Username on these search results documents.
4. Click Apply and OK .	
5. Example of Configuration #4	




Configuration #5:

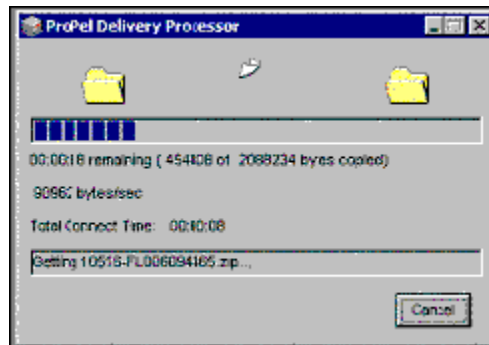
What You Do	Comments
1. Select None under 1st Level Folder .	You can also select Place HCPY Requests under ATIDS File Name/No. folder, which means HCPY requests are displayed as files under the ATIDS File Name/No.
2. Nothing can be selected under 2nd Level Folder .	
3. Select any combination of options under Display Options for Search Results .	The default configuration for these options is Date and Time , but you can also choose to display the ATIDS File Name/No. and Username on these search results documents.
4. Click Apply and OK .	
5. Example of Configuration #5	



Getting ATIDS Search Printouts & Document Orders Into ProPel

What You Do	Comments
1.  Click on the Get Documents button in the ProPel Tree View toolbar	The ProPel Delivery Processor automatically connects to The Fund and checks for any orders (hard copy or Branch Products) that were waiting for pickup, and delivers any waiting.

What You Do	Comments
-------------	----------



Once the order has been successfully downloaded, the message **Delivery completed successfully** is displayed. A (+) is then displayed in front of the **Inbox** indicating that a new order has been delivered.

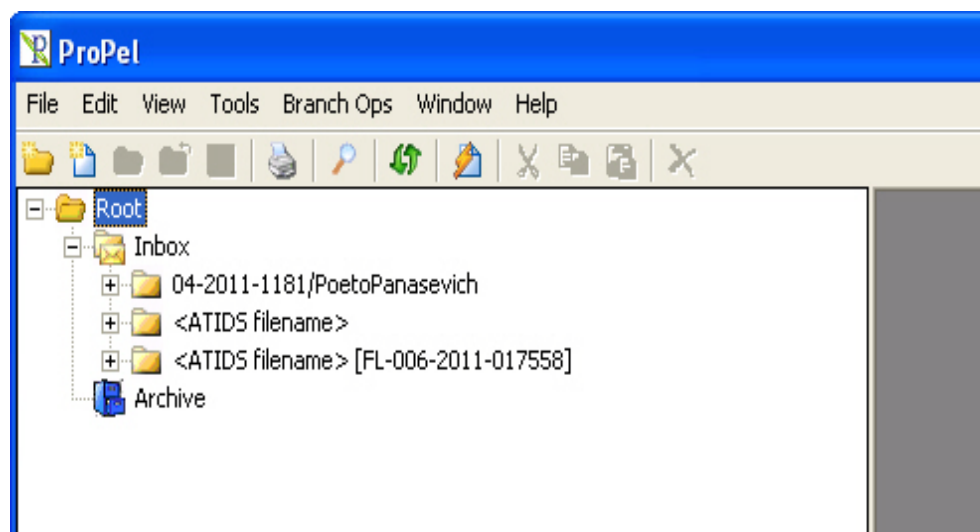
** Refresh F5: to update the Tree view Pane.*



2. Click the (+) in front of the **Inbox**.

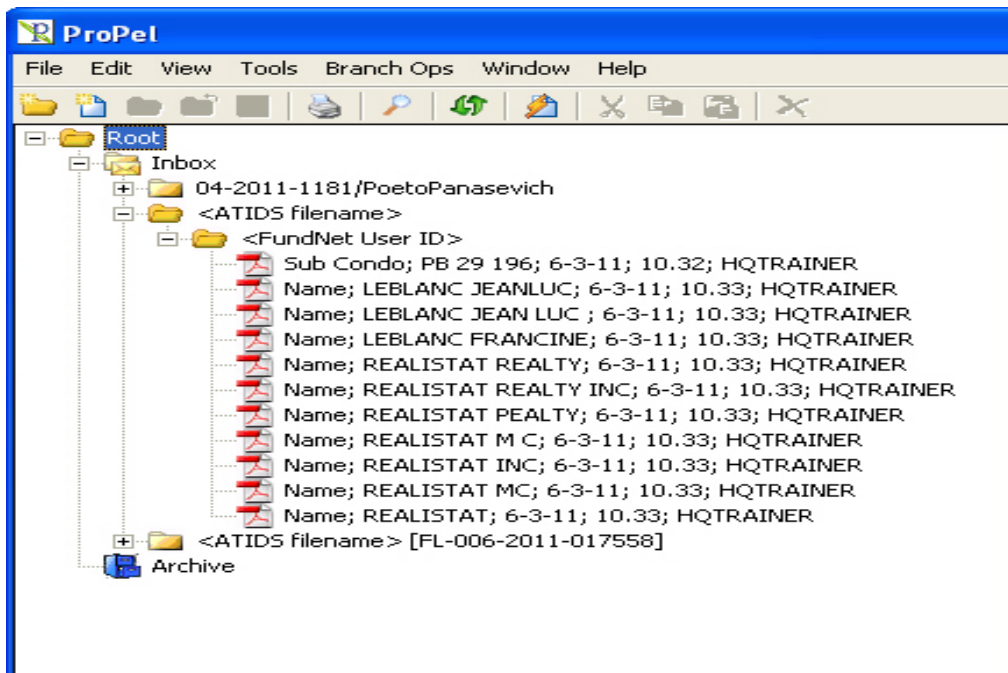
New orders arrive into the **Inbox** and are displayed as a folder name. The folder name is the same as your file created in **ATIDS**. Here we can see the new folder name **ATIDS filename**.

What You Do	Comments
-------------	----------



- | | |
|--|---|
| 3. Click the (+) in front of the folder ATIDS Filename . | The folder expands and displays the contents of the folder. <i>Note:</i> The method by which folders arrive into the Inbox and any additional text that is displayed next to ATIDS search printout documents depends on how ProPel is configured, using Tools > Options > Inbox (See “ProPel Inbox Options” on page 235). Our example uses the default Configuration #1 with ATIDS File Name/No. for the First Level Folder and Username for the Second Level Folder . |
| 4. Click the (+) in front of the folder FundNet User ID . | |

What You Do	Comments
-------------	----------



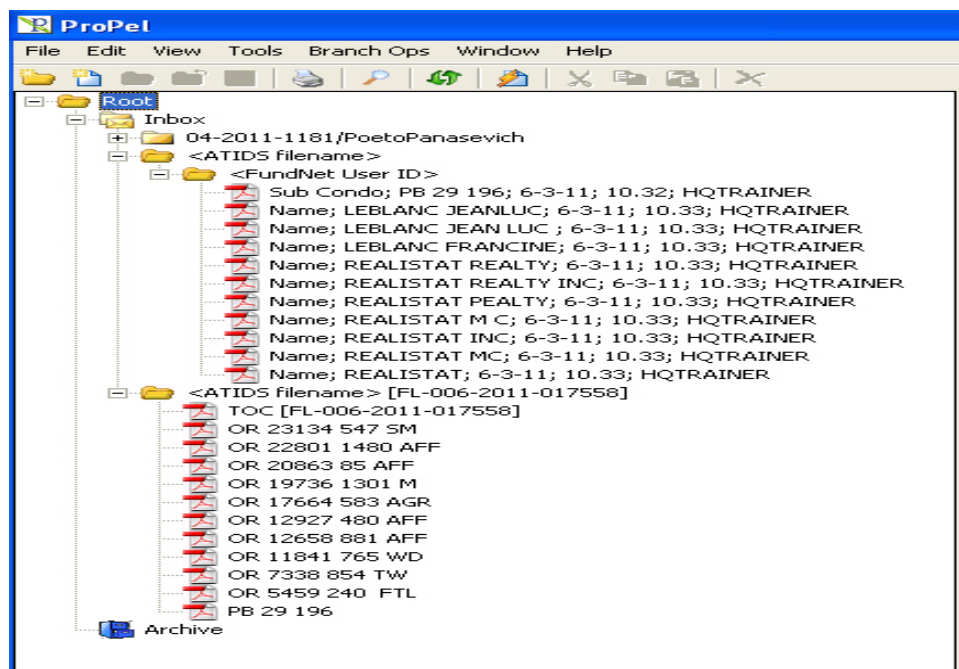
Note: The second level sub-folder **FundNet User ID** contains the search results of each search that you performed in the **ATIDS Search Menu** (property search, and name searches). The other first level sub-folder **ATIDS filename [FL-006-2011-017558]** (not yet expended) contains the related hard copy documents that were requested while in the **ATIDS HCPY Menu**.

- Click the (+) in front of the first level sub-folder **ATDS filename [FL-006-2011-017558]**

The folder expands and displays the contents of the folder (in this case, image files in the Acrobat Portable Document Format or PDF).

Note: The configuration options you set in **Tools > Options > Inbox** determine whether an arriving hard copy (**HCPY**) folder is created as a sub-folder of a related folder or as a separate folder at the same level. Folder names for **HCPY** documents always show the **Request ID** information after the folder name.

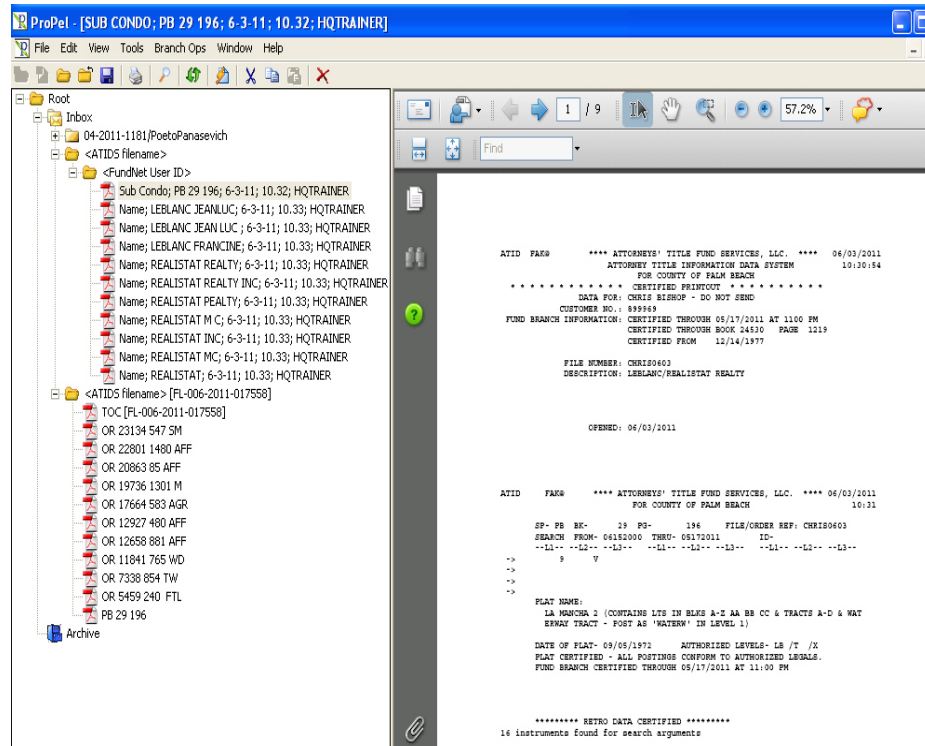
What You Do	Comments
-------------	----------



- | | |
|---|--|
| 6. Double-click the Sub Condo document to open it into the Document Pane Viewer. | This document is the property search printout that you performed in ATIDS . |
|---|--|

What You Do

Comments



7.  Click **Decrease Magnification** in the Acrobat Document Viewer toolbar.

The default magnification for the **Document Viewer** is based on the percentage that allows one page to fit in the **Document Viewer Pane**. (It varies by the document.) Decreasing the magnification makes the document smaller in the **Viewer**. *Note:* When a document is open in the Acrobat Document Viewer, the Acrobat toolbar is activated. There is no need to click to select the document.

8.  Click **Increase Magnification** in the Acrobat Document Viewer toolbar.

This makes the document larger in the **Viewer**. *Note:* Use the scroll bar to view and display all pages of the property search.

What You Do

Comments

9. Double-click each of the search results documents to open them in the Viewer.

Note: (1) As you open multiple documents, each subsequent document is opened on top of the previous one. (2) A maximum of 20 documents can be open at one time.

10. Close the current opened document by clicking the

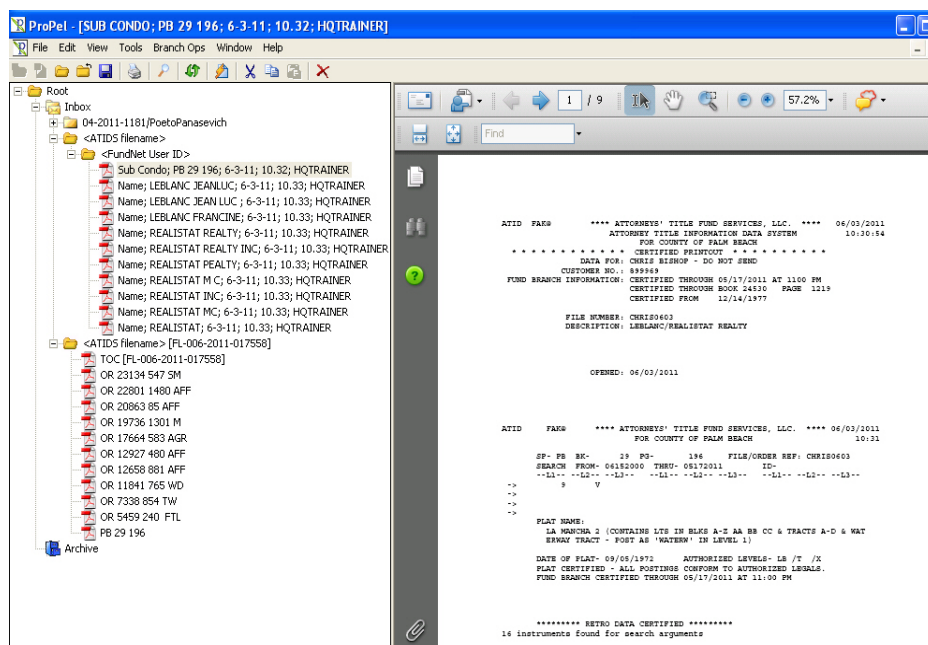


lower in the top right corner of the window, or by clicking the *Close*



Document button on the ProPel tree view toolbar.

The document closes from the Viewer, but any previously opened documents remain open. *Note:* To close all open documents from the Viewer simultaneously by clicking **File > Close All**.

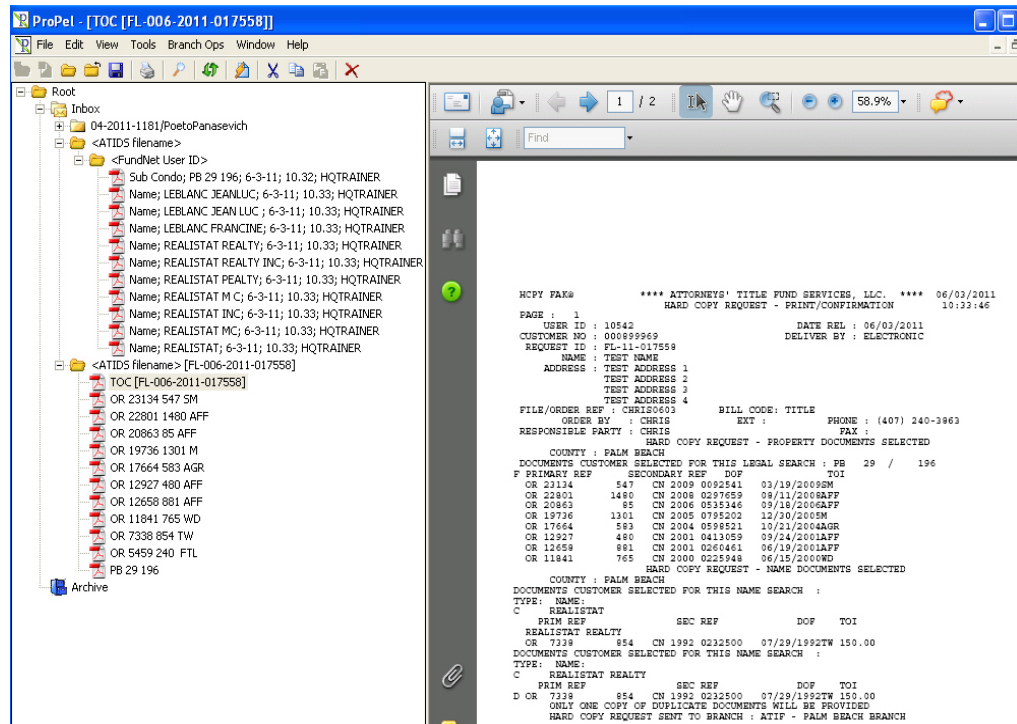


11. Double-click the document **TOC [FL-006-2011-017558]**

This is the print confirmation page for the hard copy (HCPY) order released in **ATIDS**. The **Request ID** number for the **HCPY** order is added automatically by **ProPel** after **TOC** in the file name. *Note:* All hard copy documents ordered are listed on the **TOC** (Table of Contents) document.

What You Do

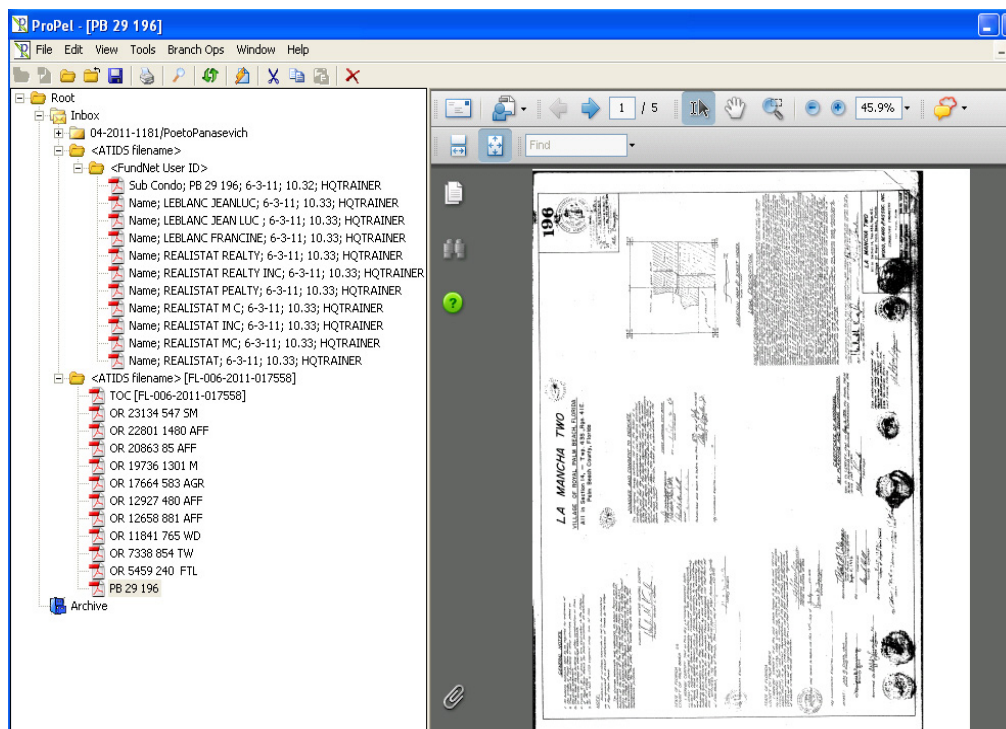
Comments



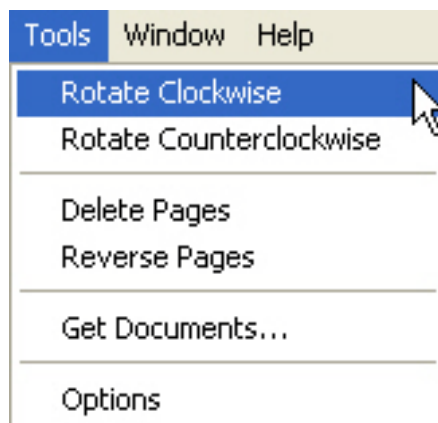
- Double-click each of the hard copy documents to open them into the Viewer, opening the plat **PB 29 196** last into the Viewer, so it is on top.

We'll use this document to demonstrate the Rotate tool.

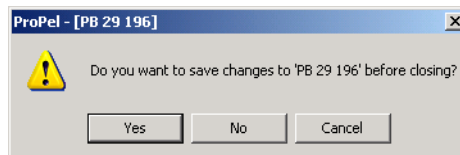
What You Do	Comments
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- Click **Tools > Rotate Clockwise** to rotate the document to its upright position.




What You Do	Comments
14. Close all open documents from the Viewer. (Remember, File > Close All)	<i>Note:</i> You will be asked if you want to save the changes you made to PB 29 196 before closing. Click Yes . The change you made was to rotate the document clockwise. Once you save this change, each time you open this Plat, it will be correctly oriented.



Archiving Documents And Folders

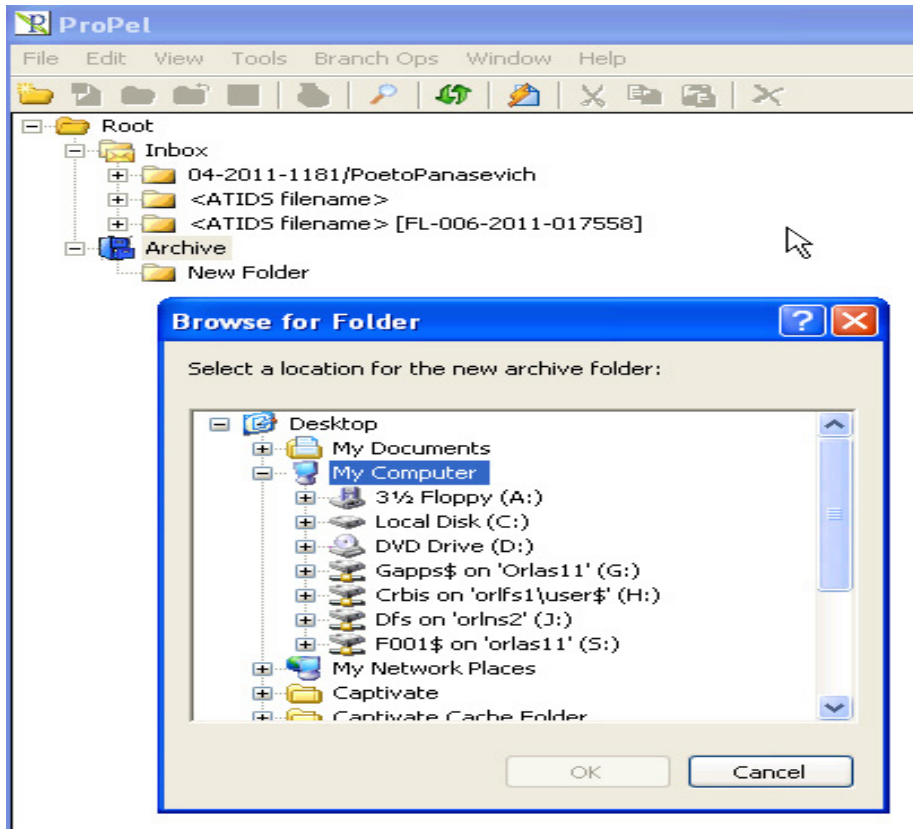
To conserve hard drive space on your computer, you can archive documents and folders onto almost any kind of recording media (for example, a network server drive, a writeable CD, a Zip drive, or a removable disk drive, to name a few).

To use the **Archive** feature of **ProPel**, first create an **Archive folder** which **ProPel** stores on the external drive, but displays in the **ProPel** tree view. Then, select the documents or folders you want to archive, and drag them into the **Archive folder**. **ProPel** keeps track of the **Archive folder** location.

What You Do	Comments
1. Select the Archive Root folder (a cabinet symbol) at the bottom of the tree view.	
2.  Click New Folder on the ProPel tree view toolbar (or select File > New > Folder in the menu).	The Browse for Folder dialog box is displayed.

What You Do

Comments

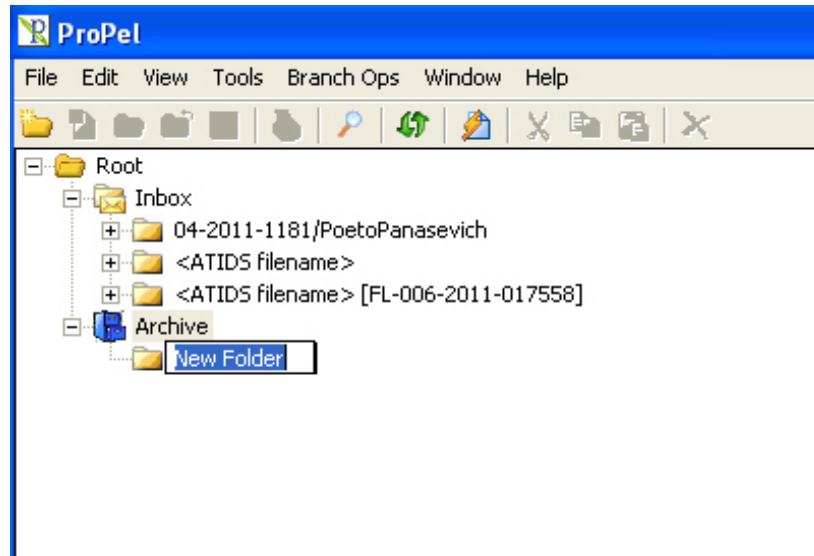


3. Select a location for the new folder (for example, a network server drive, a writeable CD, a Zip drive, or a removable disk drive), then click **OK**.

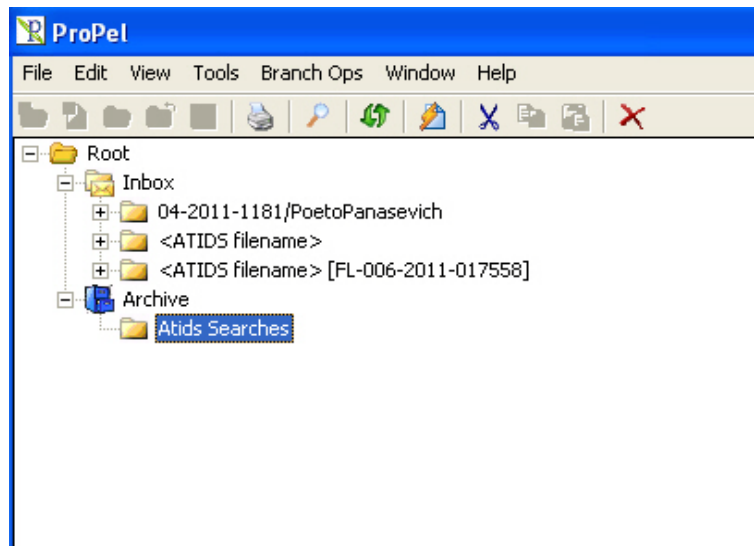
A folder named **New Folder** is created in the tree view (to represent the folder on the external media) where the documents will be stored. The folder name is selected (highlighted) to show you are in **Edit** mode. The folder name you type replaces the text, so make sure not to touch any other keys before you type the folder name.

What You Do

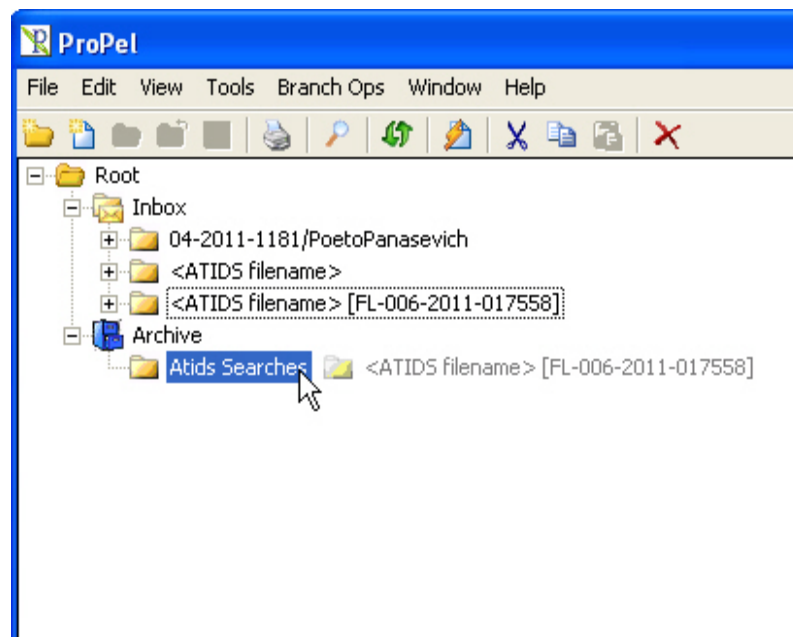
Comments



4. Type a name for the new folder, then press the ENTER key. (In our example, the folder name is **Atids Searches**.)
- This name is used only in the tree view to identify the folder for you. **ProPel** uses its own folder naming convention to keep track of the folder on the external drive.



What You Do	Comments
<p>5. Click, hold, and drag the ATIDS filename [FL-006-2011-017558] folder from the Inbox toward the Archive folder you just created until this destination folder is highlighted, then release your mouse button.</p>	<p><i>Note:</i> It is highly recommended that you move folders and documents out of the Inbox as soon as possible in order to maintain a functional and organized working environment. It is also important to regularly archive folders out of the ProPel tree view.</p> <p>By holding, dragging, and releasing a folder, you have moved the entire folder (with its contents and sub-folders) into the Archive folder, out of your Inbox and off the Root of ProPel. Notice that as you begin to drag (move) the folder, ProPel shows a simulation of the folder to guide you. Make sure you do not release your mouse button until the destination folder is highlighted. <i>Note:</i> Once moved out of the Inbox, orders (folders and documents) cannot be moved back into the Inbox.</p>

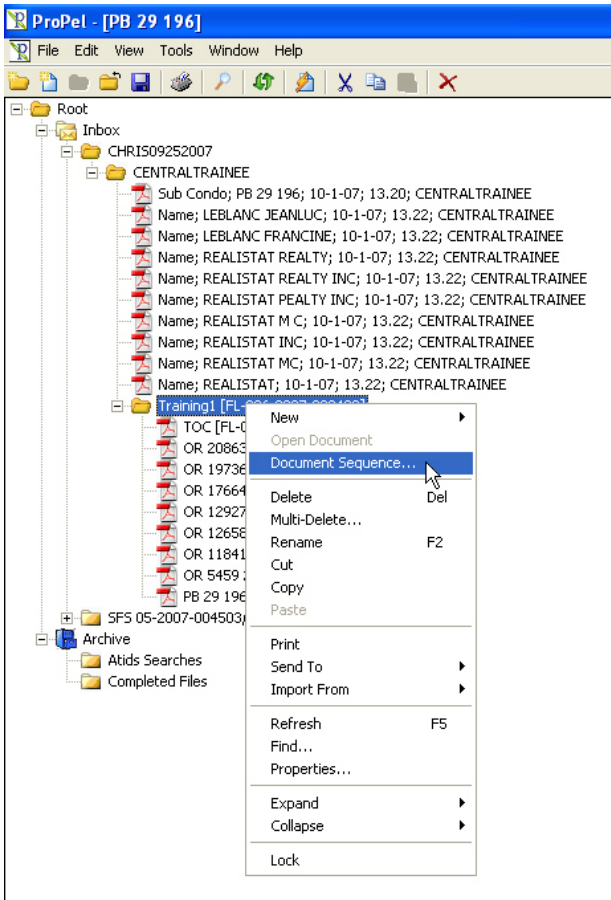


Changing Document Sequence

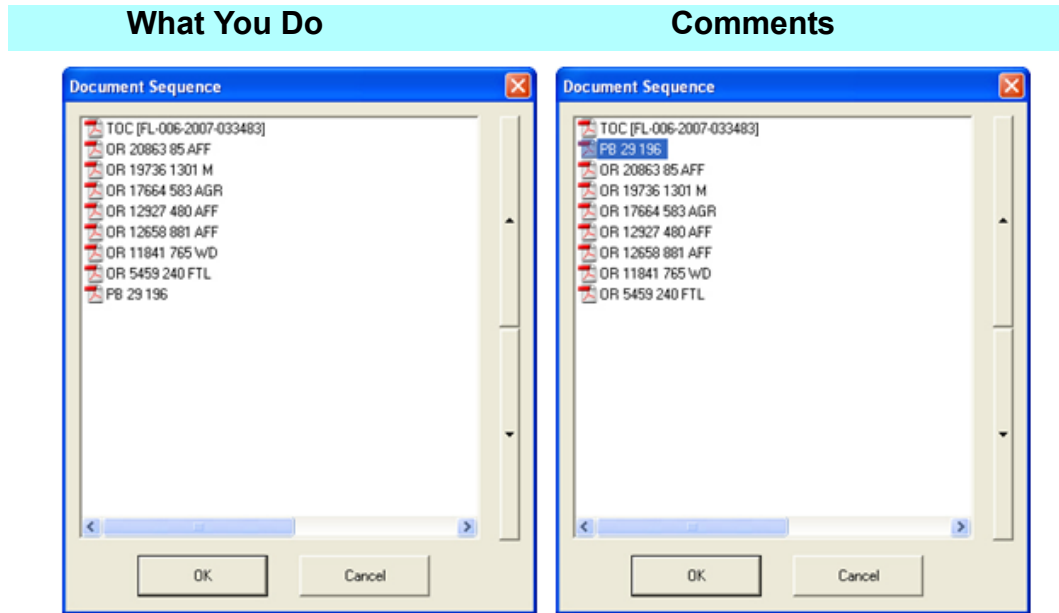
ProPel allows you to change the sequence of documents in a folder. This is particularly useful in assisting you to place the documents in **Chain of Title** sequence, so you can print them in the order needed to send to your clients.

What You Do	Comments
-------------	----------

- | | |
|---|------------------------------------|
| 1. Click your right mouse button (right-click) on the folder in the Tree view Pane that you wish to re-sequence. | The right-click menu is displayed. |
|---|------------------------------------|



- | | |
|--|---|
| 2. Click Document Sequence in the right-click menu. | The Document Sequence dialog box is displayed. |
|--|---|



- Click the document you want to re-sequence. In our example, we'll move the Plat up to the second position.
- Click the up (or down) arrow at the right of the dialog box until the document is in the desired position.
- Click **OK**. The documents are now in the following order: Table of Contents, Plat, Affidavit, Mortgage, Agreement, Affidavit, Affidavit, Warranty Deed, and Federal Tax Lien.

E-mailing Documents

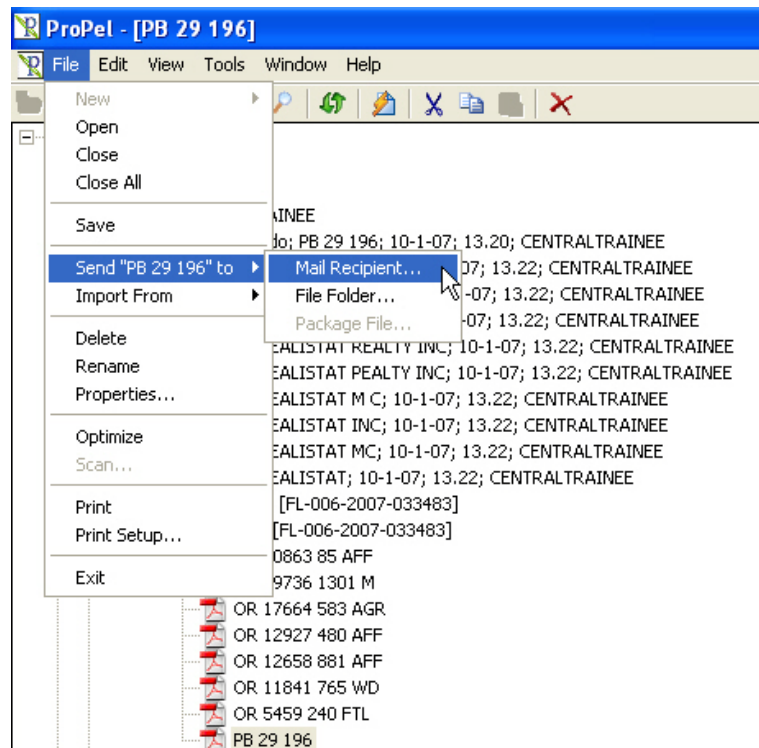
ProPel provides an e-mail feature that enables you to send documents as e-mail attachments. You can send an individual document or an entire folder of documents. The document and folder attachments have the same names as they do in the **ProPel** tree view.

ProPel's e-mail feature works with any MAPI e-mail client (for example, Microsoft Outlook and Outlook Express, Eudora, and Netscape, to name a few). Some on-line services like America On-Line (AOL) use a proprietary e-mail system that is not MAPI-compliant. **ProPel** e-mail does not work with these services. If you have a service that is not MAPI-compliant, you can use the **ProPel export** feature (**File > Send to > File Folder**) to send the document or folder to storage outside of ProPel, then manually attach it to an e-mail message.

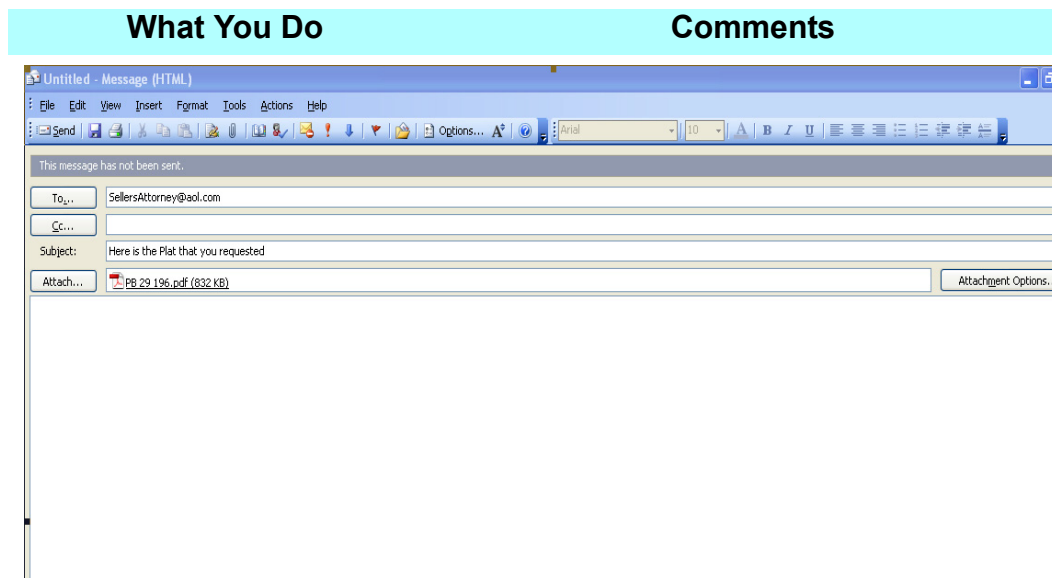
Note: Most Internet Service Providers (ISP) have limits on the amount of data that can

be attached to an e-mail message. This limit can vary from one ISP to another. Typically, the limit is approximately 2 megabytes (MB) per e-mail message, which is about 29 ProPel document pages. Check with your IT Administrator to verify the limit for your office ISP.

What You Do	Comments
1. Click the document (or folder) you want to attach to an e-mail.	
2. Click File > Send "[Document or Folder Name]" to > Mail Recipient.	This starts your e-mail program and attaches the selected document to a new e-mail. Note: If you select an entire folder to e-mail, all documents in the selected folder are displayed as PDF attachments in the e-mail window. From the e-mail window, you can remove any documents you do not want to send.



3. In our example, we have prepared an e-mail to send a copy of the Plat to the Seller's Attorney.



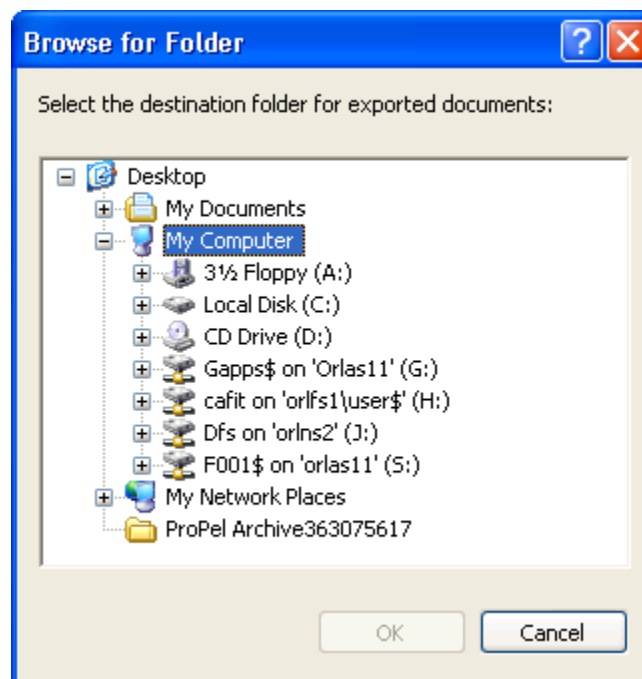
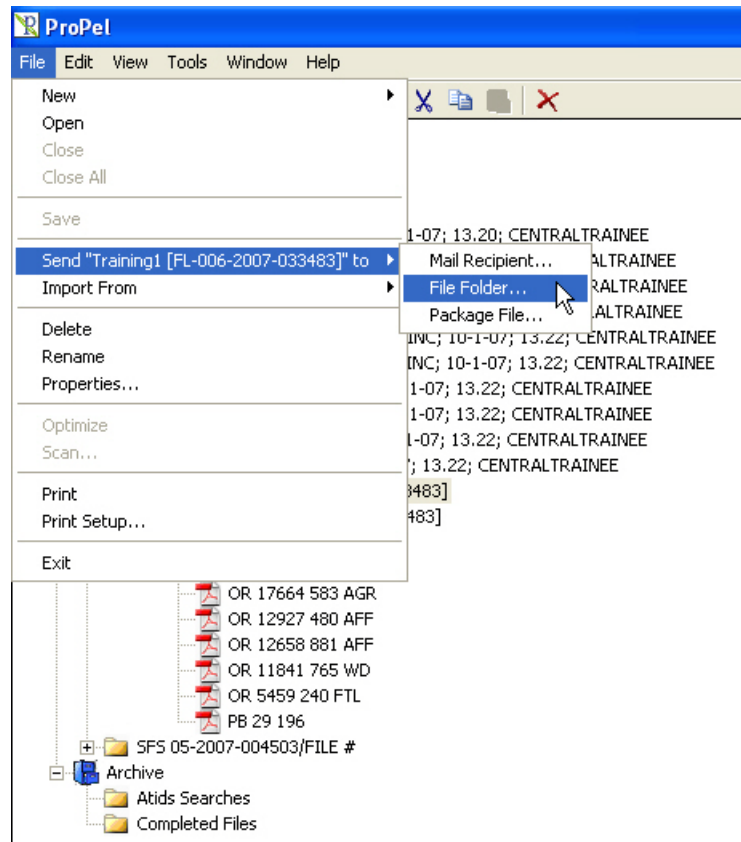
Exporting Documents

ProPel offers a **Send** feature that allows you to export documents or folders to any other location on your system. This is especially useful when you don't have a MAPI-compliant e-mail system, because you can export folders or documents to a destination outside of **ProPel**, then attach a document or an entire folder to an e-mail message for that location.

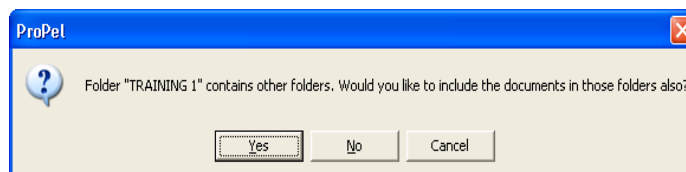
What You Do	Comments
1. Click the document or folder you want to export.	
2. Click File > Send "[Document or Folder Name]" to > File Folder .	This opens the Browse for Folder dialog box.

What You Do

Comments



What You Do	Comments
3. Click the destination for the document or folder from the dialog box, then click OK .	The document is sent to the destination location. If the folder has sub-folders, the message below is displayed.



If you click **Yes**, all the documents in the selected folder and the documents in all sub-folders are sent to the destination. If you click **No**, only the documents in the main folder are sent to the destination.

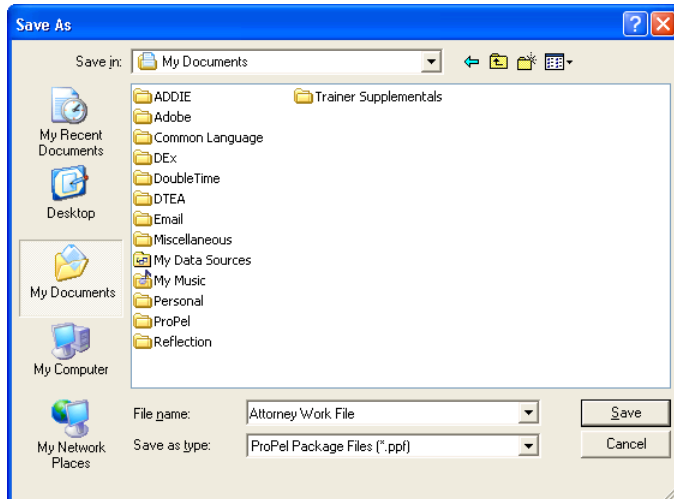
Sending Documents Or Folders To A Package File

ProPel provides a feature that allows you to copy documents into a **Package File** that can be used on **ProPel**-enabled PCs that are not connected to the network. This is particularly useful if an attorney wants to review or examine documents outside the office. The folders or documents can be sent from **ProPel** to a **Package File** that can then be copied to a CD, laptop, or other portable media to be used at home, or any location disconnected from your office network.

What You Do	Comments
1. Click the document or folder in the Tree view Pane that you want to send to a Package File .	
2. Click File > Send "[Document or Folder Name]" to > Package File .	

The screenshot displays the ProPel application window. The title bar reads "ProPel". The menu bar includes "File", "Edit", "View", "Tools", "Window", and "Help". The "File" menu is open, showing options: "New", "Open", "Close", "Close All", "Save", "Send 'Training1 [FL-006-2007-033483]' to...", "Import From", "Delete", "Rename", "Properties...", "Optimize", "Scan...", "Print", "Print Setup...", and "Exit". The "Send" option is selected, opening a submenu with "Mail Recipient...", "File Folder...", and "Package File...". The "Package File..." option is highlighted. Below the menu, a file explorer view shows a tree structure with folders like "Archive", "Atids Searches", and "Completed Files". A list of files is displayed, including "OR 17664 583 AGR", "OR 12927 480 AFF", "OR 12658 881 AFF", "OR 11841 765 WD", "OR 5459 240 FTL", and "PB 29 196".

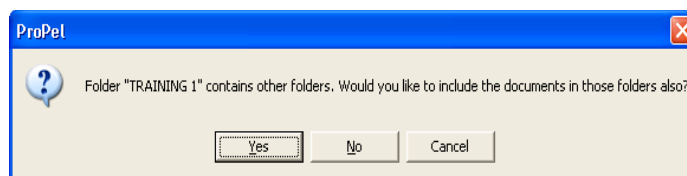
3. Click the destination for the **Package File** in the dialog box, then click **Save**. The **Package File** is saved to your selected location.



If the folder has sub-folders, the message below is displayed.

What You Do

Comments



If you click **Yes**, all the documents in the selected folder and the documents in all sub-folders are sent to the destination. If you click **No**, only the documents in the main folder are sent to the destination.

Creating New Folders


ProPel allows you to create new folders in the **Tree View Pane** so you can organize your folders to facilitate your office business process. (See examples of **ProPel** organization for two office environments on the following pages.)

What You Do

Comments

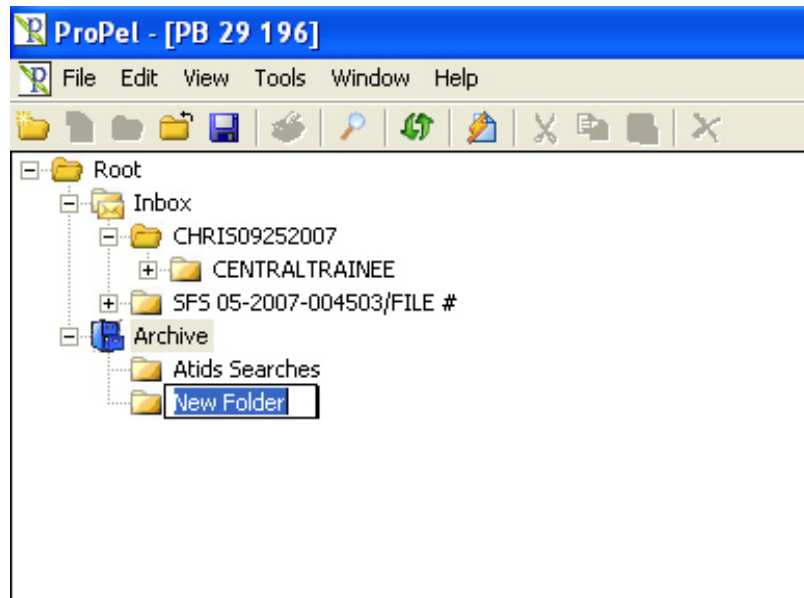
1. Click the folder in the **Tree View Pane** under which you wish to create a new folder.

You can create new folders under all folders (including **Root** and **Archive**) but you cannot create a new folder under **Inbox**, which is reserved exclusively for **ATIDS Search Results** and **Branch Products** sent to **ProPel**.

2.  Click **New Folder** on the ProPel tree view toolbar.

This creates a temporary folder called **New Folder** in the location you specified. The folder name is in **Edit** mode to allow you to type the new name. What you type replaces the text, so make sure not to touch any other keys before you type the folder name.

What You Do	Comments
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3. Type the name for the new folder, then press the ENTER key.

Note: The new folder has now been added at the bottom of the tree view under **Archive**. To sort it into alphabetical order above

Archive, click **Refresh**



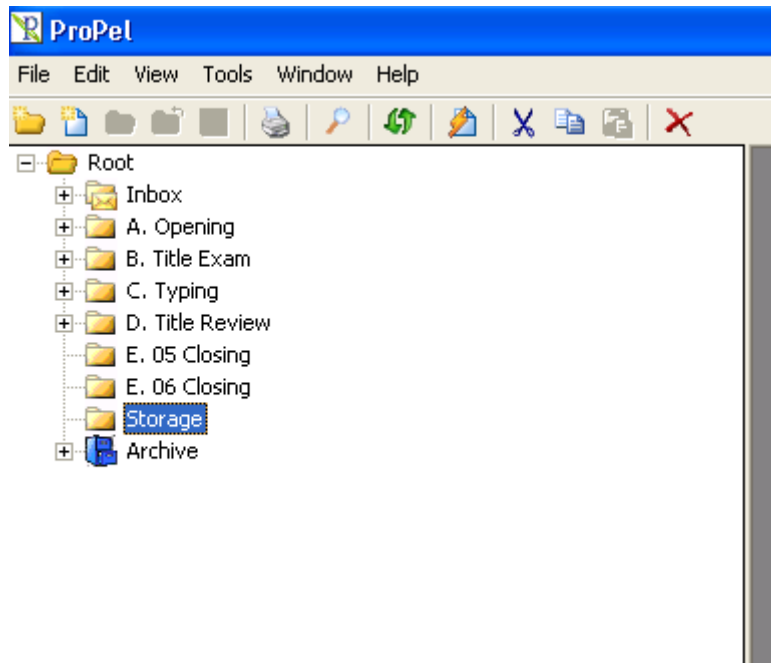
on the

ProPel toolbar or press the F5 key.

Examples Of A Working Environment

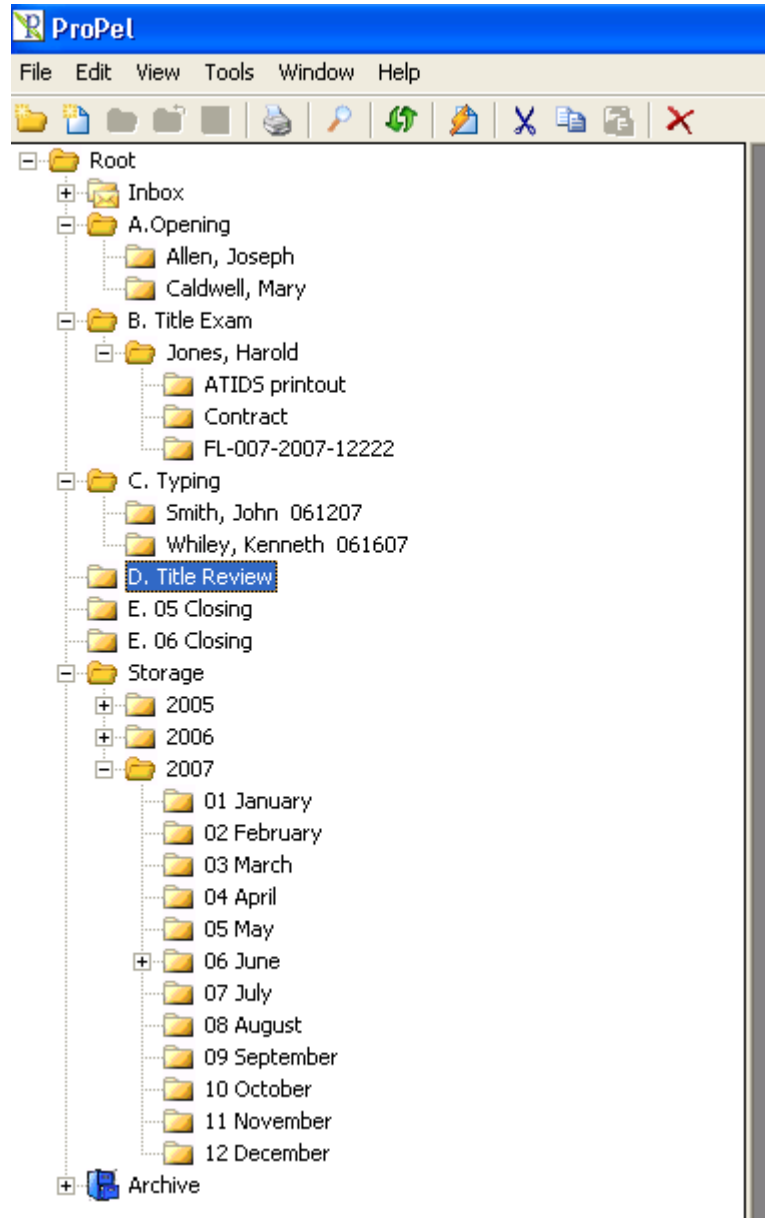
Office A:

Main Tree view Example



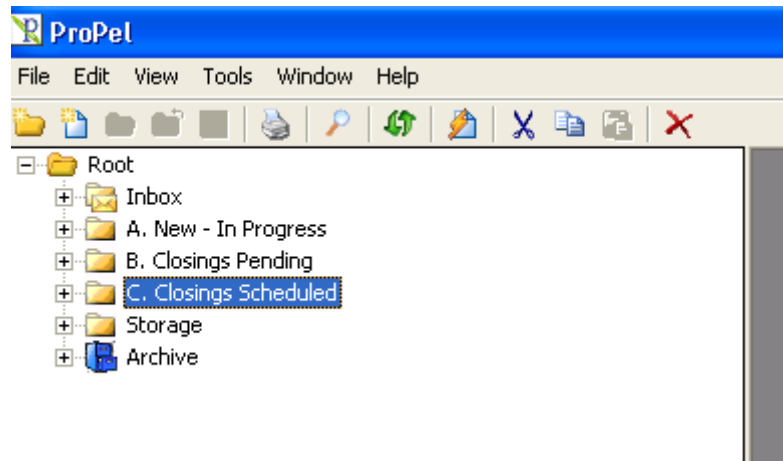
Note: Alpha letters in front of folders can be used to sort the working folders in a desired sequence.

Tree view Pane expanded to show folder detail.

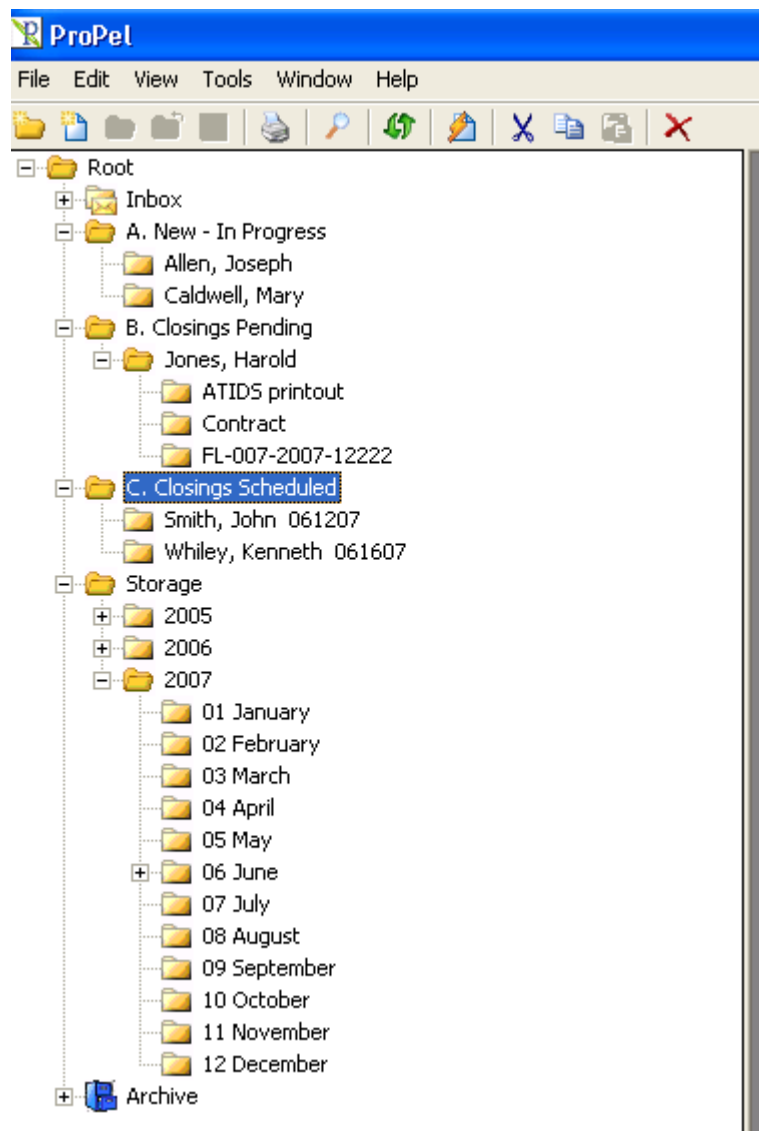


Office B:

Main Tree view Example:



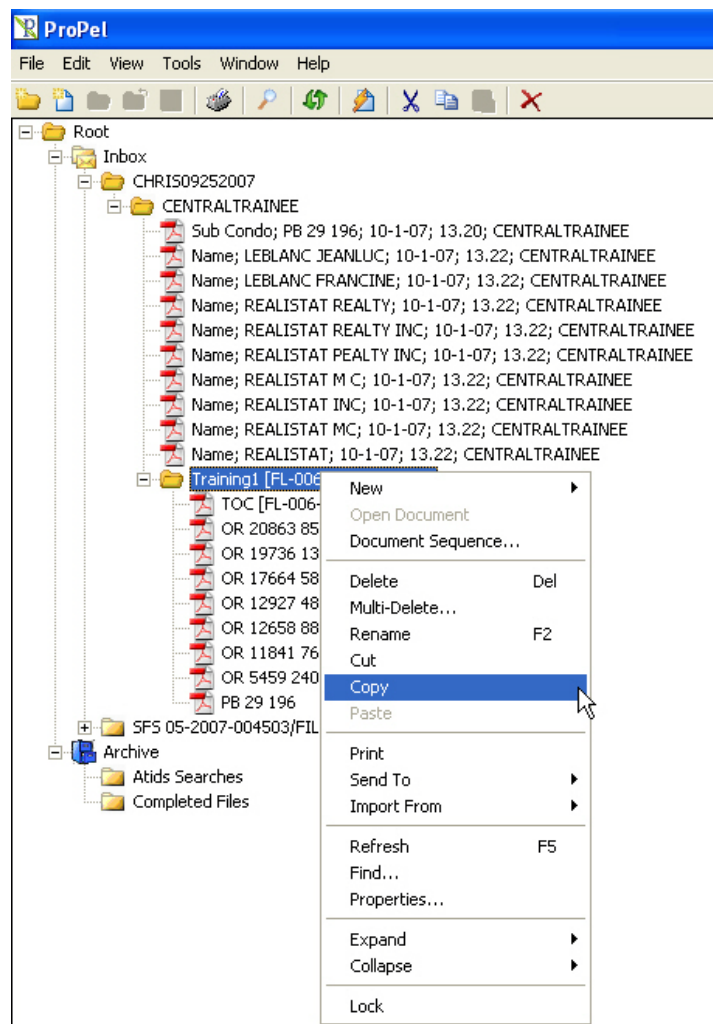
Tree view Pane expanded to show folder detail.



Copying Folders And Documents

ProPel provides a **Copy** function that allows you to make a copy of a document or folder to store in another location in the **Tree View Pane**, while saving the original.

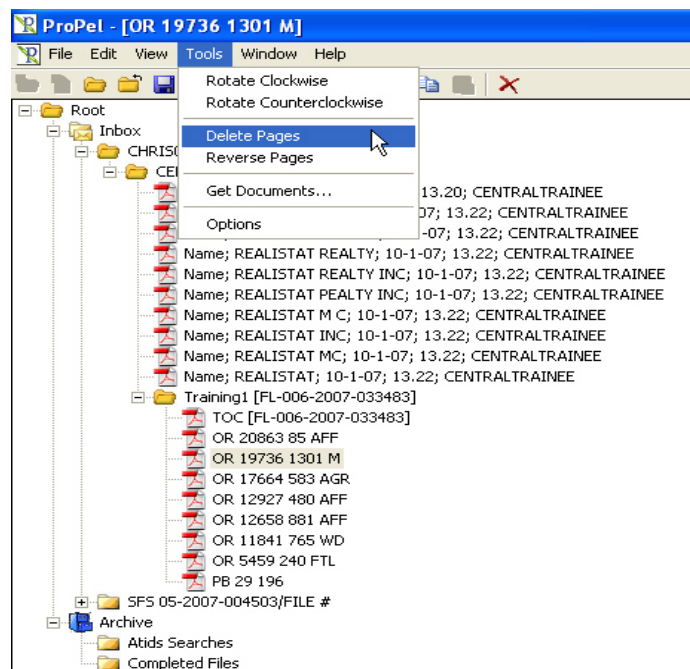
What You Do	Comments
1. Click your right mouse button (Right-click) on the document or folder to be copied.	
2. Click Copy in the right-click menu.	This places a copy of the document or folder and its contents on the Clipboard , a temporary storage space in your computer memory. <i>Note:</i> Make sure you paste right after you copy, as the Clipboard only stores the item until the next Copy or Cut operation.



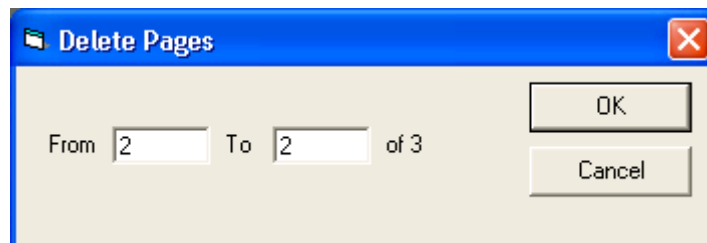
Deleting Selected Pages Of A Document

The document from which you wish to delete selected pages must be open in the Acrobat Document Viewer Pane.

What You Do	Comments
1. Double-click on the document in the Tree View Pane from which you wish to delete selected pages, to open it in the Acrobat Document Viewer.	Even though you have opened the document in the Acrobat Viewer, the Delete Pages option is in the ProPel menu.



- Click **Tools > Delete Pages**. This opens the **Delete Pages** dialog box.

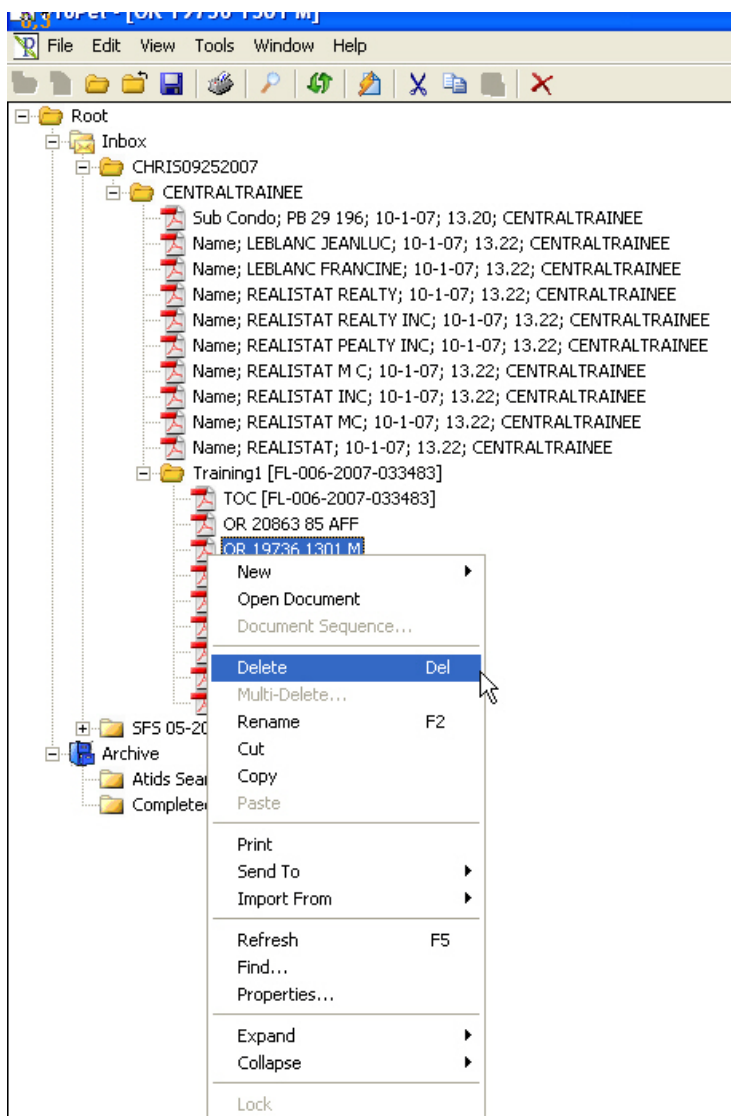


- Type the range of pages you wish to delete and click **OK** in the **Delete Pages** dialog box. If you wish to delete only one page, type the same page number in both the **From** and **To** boxes. *Caution:* There is no confirmation of your decision to delete pages, so make sure to verify your page deletion before clicking **OK**.

Deleting Documents Or Folders From The Tree View

Documents or entire folders and their contents can be deleted from the **Tree View**. It is recommended that you archive, rather than delete documents and folders after Examination; however, your office procedures determine your process. To delete an entire document, it cannot be open in the **Document Viewer Pane**.

What You Do	Comments
1. Right-click the document (or folder) in the Tree View Pane that you wish to delete.	
2. Click Delete in the right-click menu.	<i>Note:</i> If the document is open in the Document Viewer , an error message is displayed.

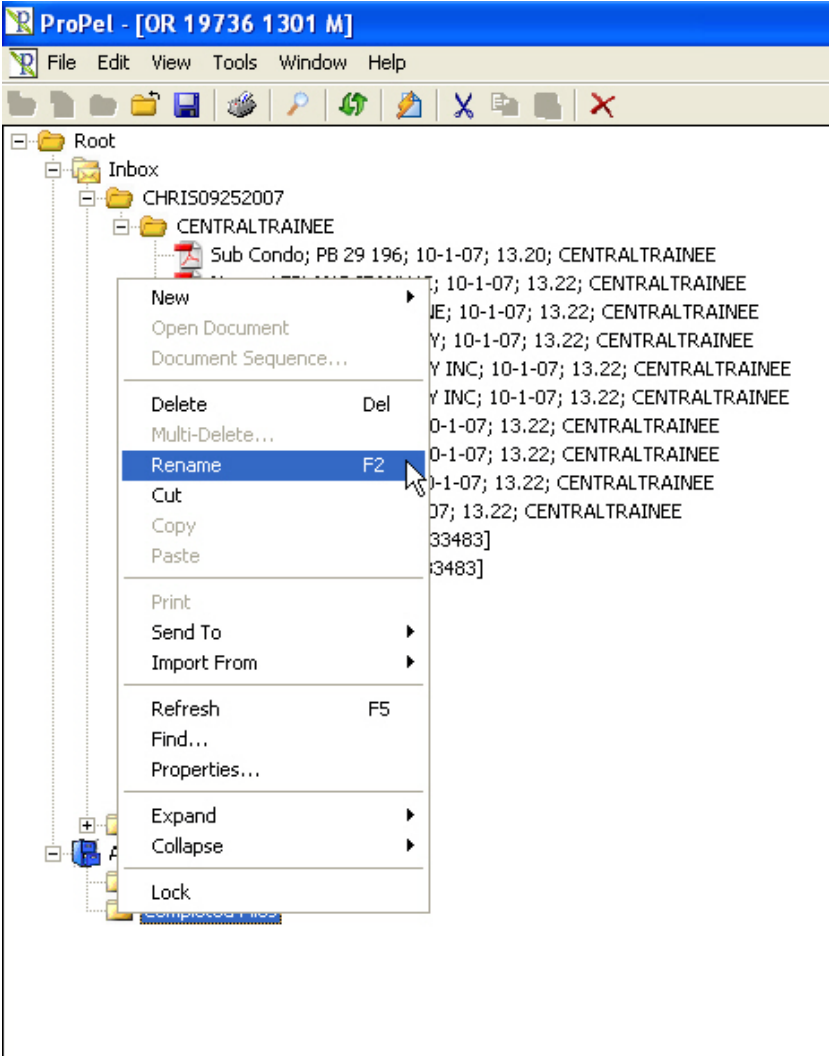


What You Do	Comments
3. Click Yes to confirm the delete in the dialog box, once you have carefully verified that you want to delete the entire document (or folder).	Note: (1) The deleted document does <i>not</i> go into a recycle bin, from which it can be recovered if you make a mistake. It is <i>permanently</i> deleted from your system. If you accidentally delete a document or folder, you must contact the Branch to have them download the document order again. (2) Only hard copies less than two weeks old can be downloaded from the Branch again. Documents older than two weeks and ALL ATIDS search results cannot be resent.

Renaming A Folder Or Document

In **ProPel**, you can rename any document or folder. Remember that any data assigned to the original document or folder name (for example, type of search, search data like property name, date, and time on documents or FL# on folders) will be permanently lost when you rename the document or folder.

What You Do	Comments
1. Right-click the folder or document you wish to rename.	This displays the right-click menu.
2. Click Rename in the right-click menu.	The folder or document name is now in Edit mode to allow you to type the new name. What you type replaces the text, so make sure not to touch any other keys before you type the folder name.

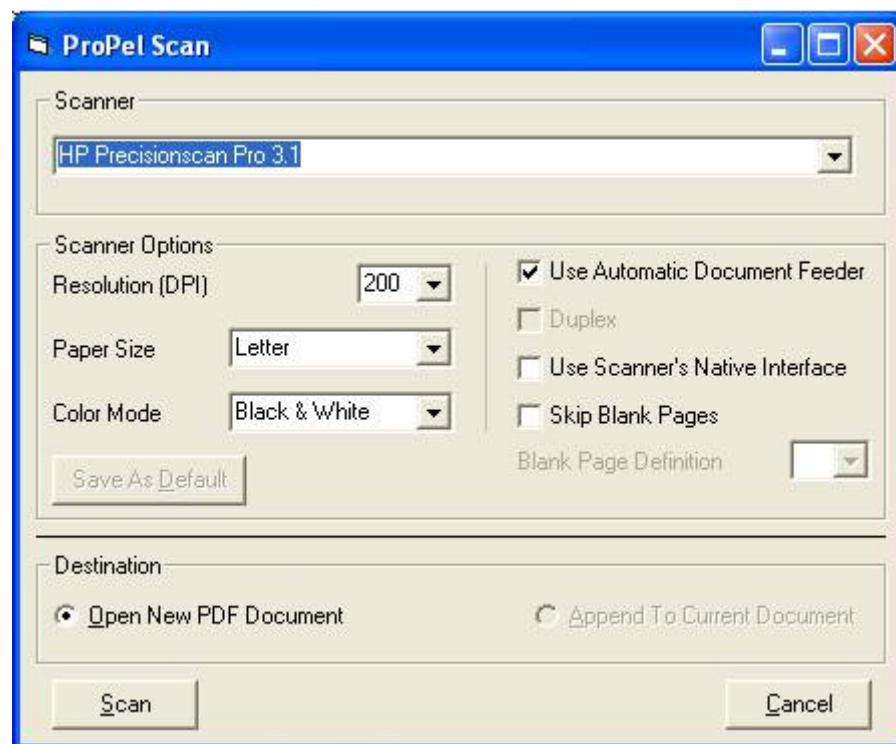
What You Do	Comments
 <p>The screenshot shows the ProPel application window titled "ProPel - [OR 19736 1301 M]". The menu bar includes File, Edit, View, Tools, Window, and Help. Below the menu bar is a toolbar with various icons. The main area displays a file tree structure:</p> <ul style="list-style-type: none"> Root <ul style="list-style-type: none"> Inbox <ul style="list-style-type: none"> CHRIS09252007 <ul style="list-style-type: none"> CENTRALTRAINEE <ul style="list-style-type: none"> Sub Condo; PB 29 196; 10-1-07; 13.20; CENTRALTRAINEE <p>A context menu is open over the "Sub Condo; PB 29 196; 10-1-07; 13.20; CENTRALTRAINEE" file. The menu options are:</p> <ul style="list-style-type: none"> New <ul style="list-style-type: none"> Open Document Document Sequence... Delete (Del) Multi-Delete... Rename (F2) - This option is highlighted by the mouse. Cut Copy Paste Print Send To Import From Refresh (F5) Find... Properties... Expand Collapse Lock 	

3. Type the new name, which replaces the old name, then press the ENTER key.

Scanning Documents into ProPel

You can scan any document into **ProPel** via your scanning device configured to connect to **ProPel**. You can either scan a document into a **ProPel** folder or append a document to an existing document in **ProPel**. *Note:* The instructions included here are for a scanner with Automatic Document Feeder (ADF).

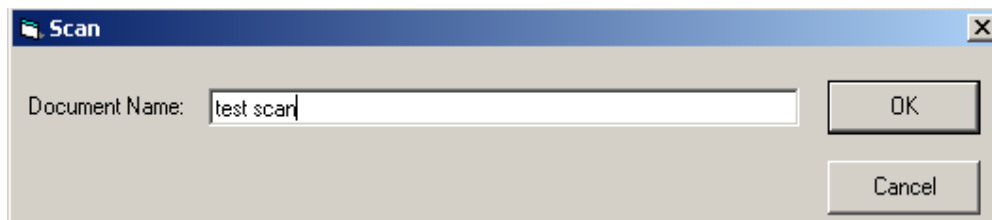
What You Do	Comments
1. To append a scanned document to an existing document, open the document to which you wish to append the newly-scanned document (or click to select the document in the Tree View), <i>or</i> to scan a document into a ProPel folder, click the folder into which you wish to scan a document.	Decide whether you wish to append to an existing document or to add a new document.
2. Place the document page(s) to be scanned in your scanner.	
3. Click File > Scan .	The ProPel Scan dialog box is displayed.



What You Do	Comments
4. Verify that your scanner device is displayed in the Scanner box.	
5. Select from 100 to 300 dots per inch (DPI) for Resolution .	<i>Note:</i> If you change any settings, the Save As Default button is activated for you to save the new settings as the default.
6. Leave the rest of the default settings selected.	<i>Note:</i> (1) If there are any legal-sized pages in your documents to be scanned (even if there are also non-legal pages), set the Paper Size to Legal . (2) If you selected a folder into which to scan the documents, the Open New PDF Document option is selected by default. (3) If you opened a document into the Document Pane , the Append to Current Document option is automatically selected.
7. Click Scan at the bottom of the dialog box.	Your scanner is activated, and the scan is completed.



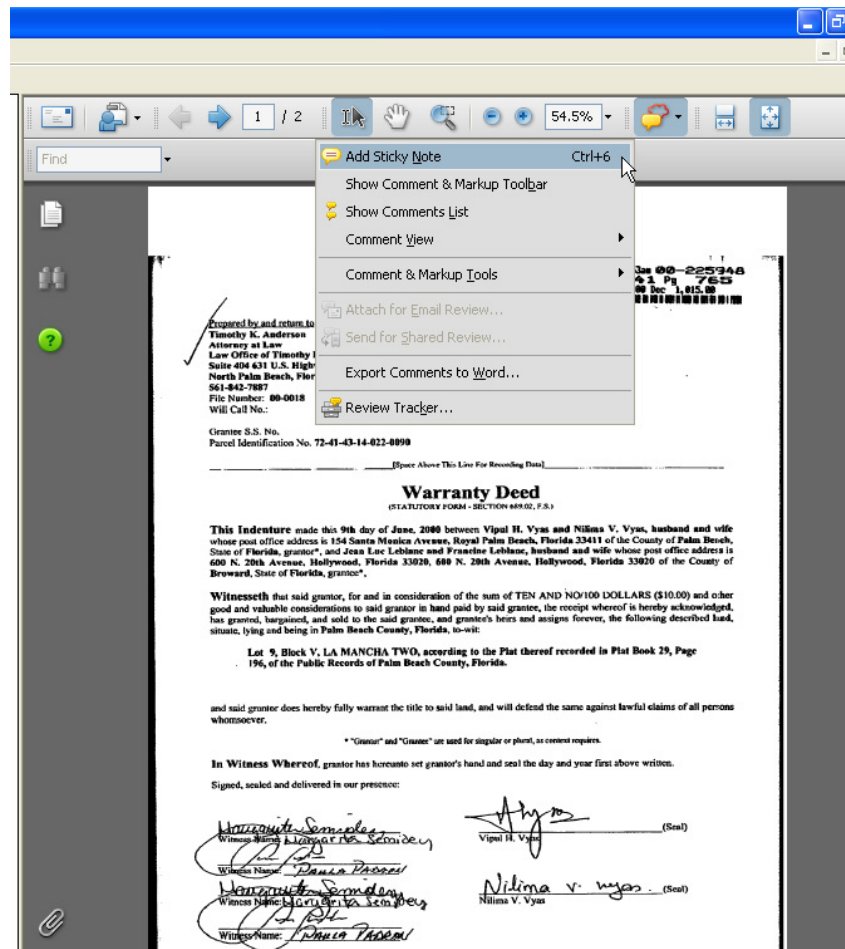
- | | |
|---|--|
| <p>8. Type a name in the Document Name box for a new PDF document added to a folder.</p> <p>9. Click OK to complete the scan.</p> | <p>No file name box is displayed for a document appended to another document.</p> <p>The scanned document is stored in the selected folder or appended to the selected document.</p> |
|---|--|



Adding Notes To Documents

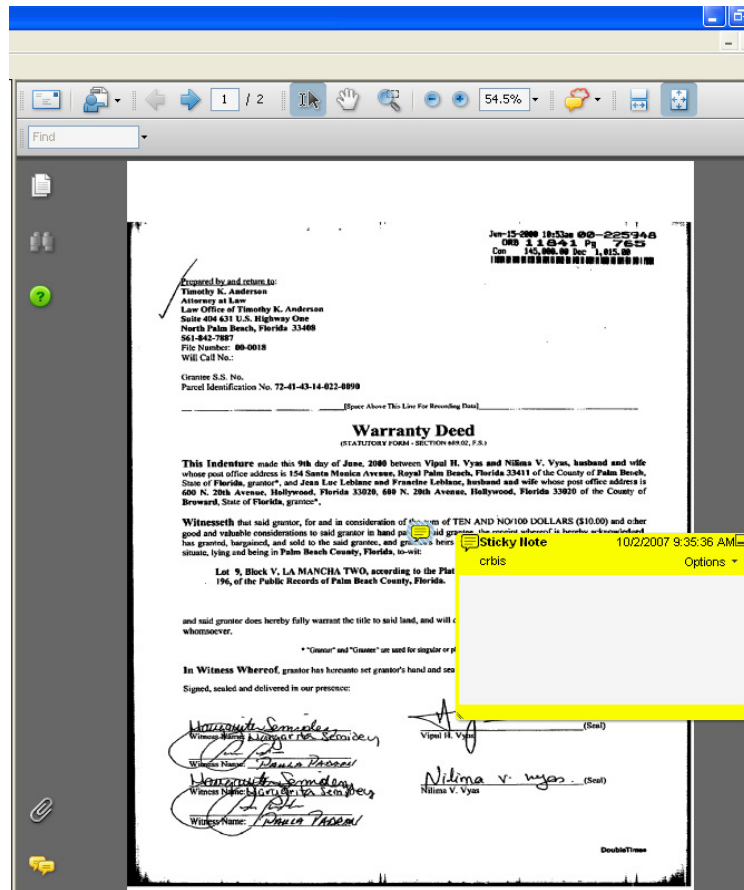
ProPel provides extensive **Notes** functionality in the Acrobat Document Viewer Pane. Our examples here will use the **Sticky Note** feature from the Acrobat **Review and Comment** button on the **Document Pane** toolbar. There are a number of other features that you may wish to explore on your own.


What You Do	Comments
1. Open the PDF document to which you wish to add a Note.	
2. Click Review and Comment on the Acrobat Document toolbar and click Add Sticky Note (or use right-click menu).	This adds a small Note symbol that marks the text connected to a default Note to the document about halfway down the page.



What You Do

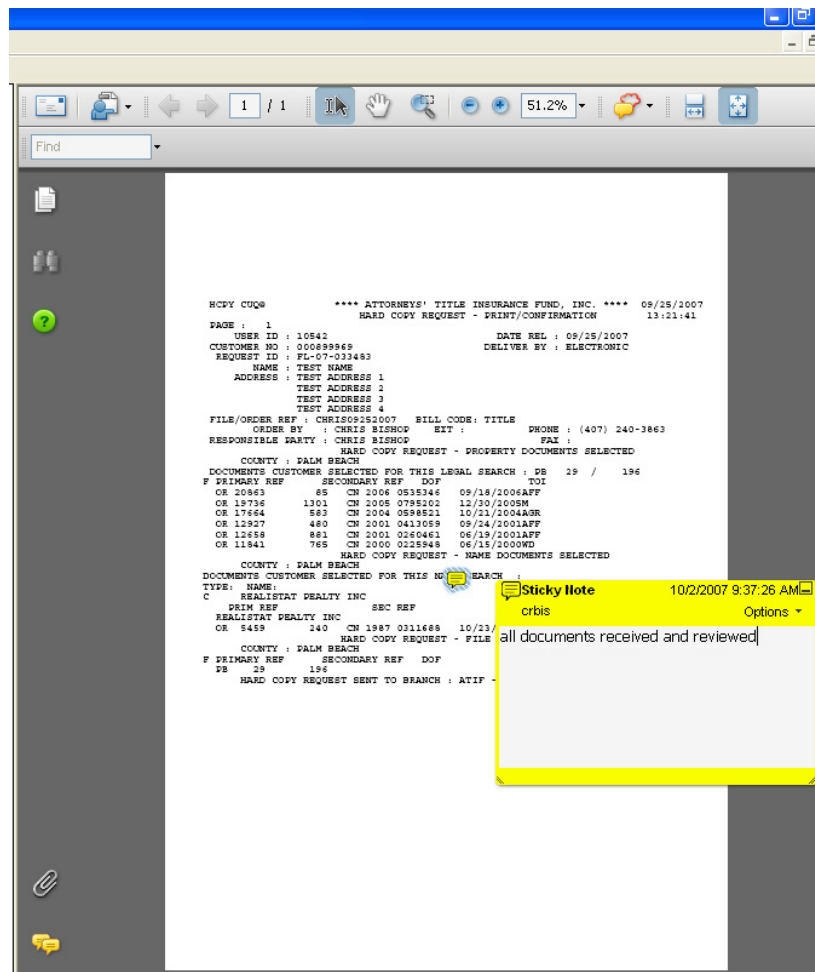
Comments



3. Drag both the marker and the Note box separately to the desired location for each on the page.
 Notice that when you point to the Note box, a connector to the marker is displayed. This way, you can have multiple Notes marking different text on the page.
4. Type a Note regarding the document.
 If you type more text than will fit in the Note window, the text scrolls automatically and a scroll bar is displayed on the right of the window. You can also resize the Note window by dragging the right or left lower corner when you point and see the double arrows.
5.  Click Minimize in the upper right corner of the Notes window to close it.
 The Note marker is still displayed in the document at the selected location. When you hover your pointer over the marker, the text of the Note is displayed in a tool tip. When you click the marker, the Note window is again displayed.

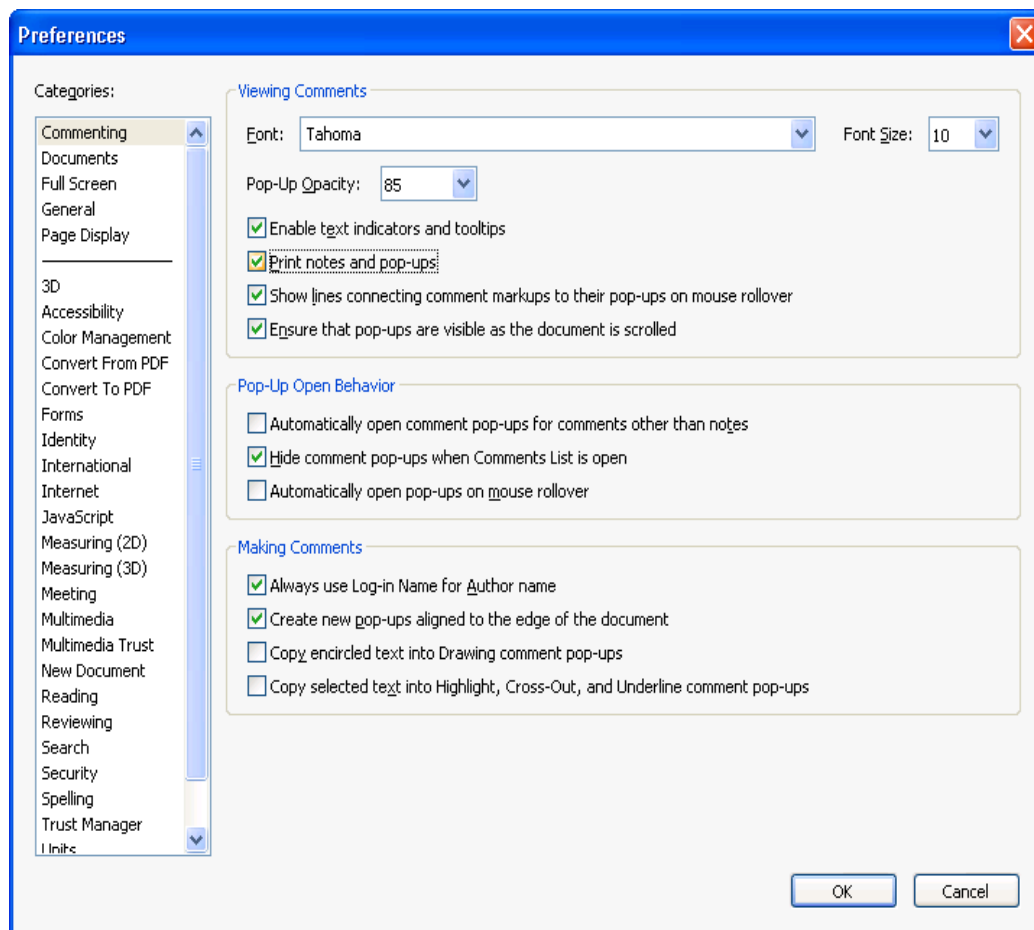
What You Do

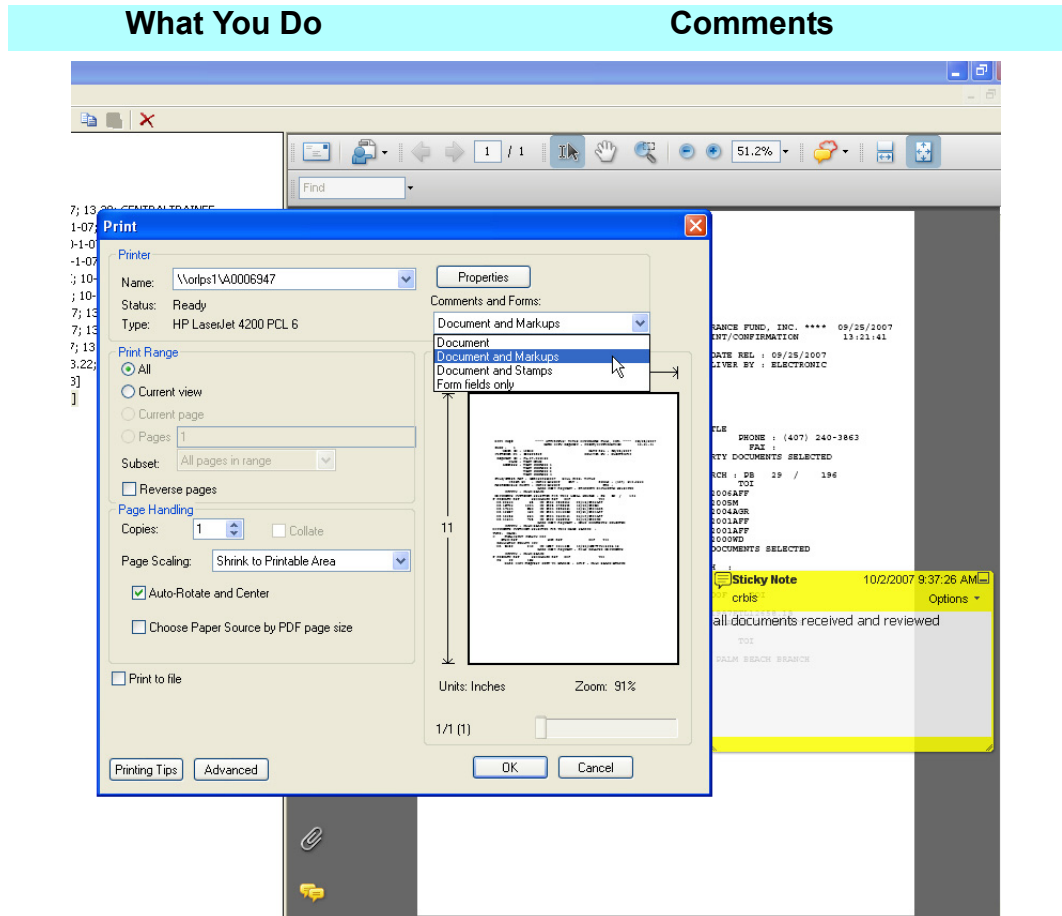
Comments




6. Click **Save** on the **ProPel tree view** toolbar or click **File > Save** in the tree view menu. *Note:* The **ONLY** way to save changes (like addition of Notes) to documents is with the ProPel tree view toolbar or menu. The Save function is not available in the Acrobat toolbar. The Note(s) is saved with the document, and a Note symbol is displayed in front of the document name in the tree view. To view the Note, simply open the document in the Document Viewer Pane.
7. Right-click on the document with the Note you just created, and select **Page Display Preferences**. Before you can print Notes on documents in ProPel, you must configure Acrobat.
8. Select **Commenting** under **Categories**.

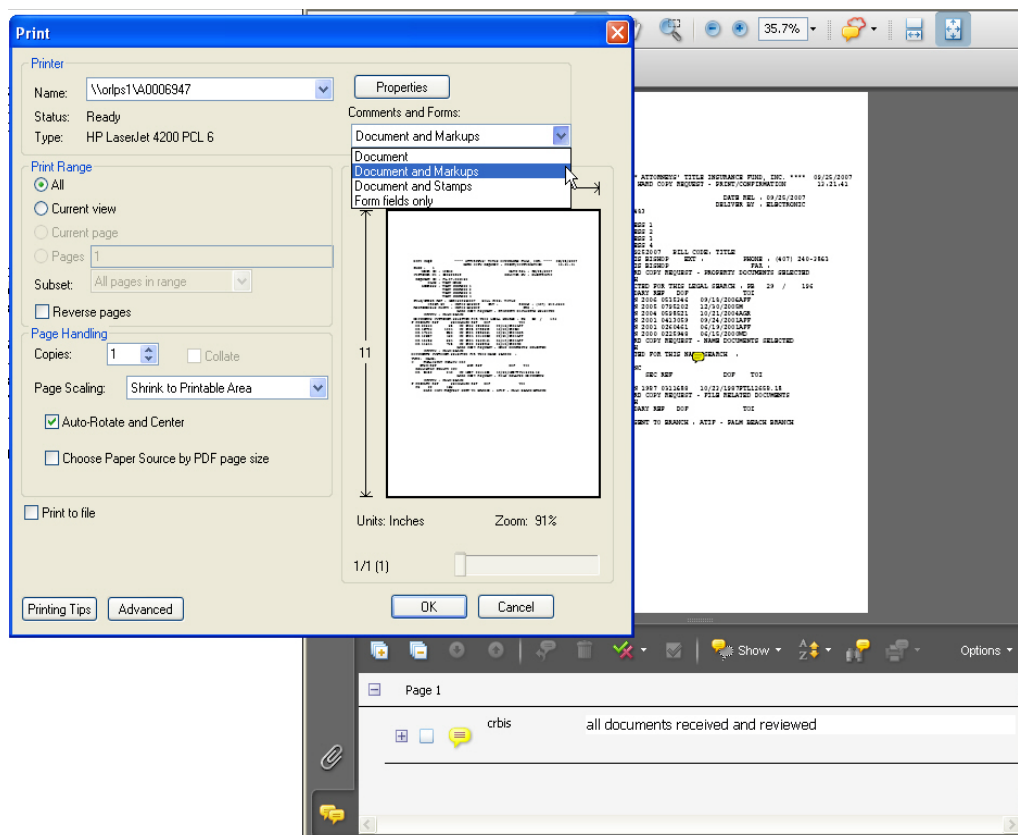
What You Do	Comments
9. Select Print notes and popups under Viewing Comments , then click OK .	You can now print notes on documents.
10. Double -click the Note marker to maximize the Note.	





11. Click **File > Print** in the **ProPel** menu or use the **ProPel** toolbar. You can only print using the **ProPel** menu or toolbar.
12. Click **Documents and Markups** under **Comments and Forms**.
13. Select other settings like **Print Range** and **Copies** then click **OK**. This selection prints out either all pages of the open document or individual pages selected under **Print Range** in this dialog box, along with any Notes added to the page or pages.
14.  Click **Comments** in the lower left corner of the Document Pane to display all the Notes in a summary window. You cannot display both the individual Note and the Notes Summary at the same time.

What You Do	Comments
15. Click Print in the ProPel toolbar and click Document and Markups under Comments and Forms .	
16. Select other settings like Print Range and Copies then click OK .	This prints the document or selected pages with all the Notes from the Notes Summary.



Lesson 8 - Wrap Up

Concept

In this lesson, you will practice the steps you have learned throughout the training session. These steps will guide you through your on-line search process. You will also learn how to properly sign-off the Web ATIDS system.

Objectives

- Review the ATIDS Search Checklist.
- Perform practice sessions.
- Logout of the Web ATIDS system

ATIDS Search Check List

What You Do	Comments
1. Determine intended use of the title information	
2. Sign on to the Web ATIDS System	
3. Change County	Verify or change the county currently assigned
4. Plat Information From Plat Name	Determine the source of plat for a subdivision/condominium
5. View Sub/Condo Legals	Determine the authorized legals for a subdivision/condo
6. Document Posting Information	Search for a property document and the legal reference it is posted to
7. Policy Search-Platted	Prior Fund policy search for Subdivisions/Condominiums
8. Policy Search-Acreage	Prior Fund policy search for Acreage/Government lots Note: Document Posting Information can be used to verify the name and/or legal description shown on the policy
9. Order Branch Products	Order a product from a branch
10. Search Menu - Add/Change/Find File	Add an ATIDS file (Refer to the Bill Code Brochure for the proper bill code to use)

What You Do			Comments
11. Search	Menu	-	Subdivision/Condo property search
Subdivision/Condo Search			
12. Search	Menu	-	Acreage/Govt Lot property search
Acreage/Govt Lot Search			
13. General Index	Commercial		Find commercial name variations
Name Variations			
14. Search Menu-Name Search			Name search (personal and commercial, if any)
15. Search Menu-Tax Search			Tax search (not available in all counties)
16. Search	Menu-Policy		Rate a policy for the promulgated amount and premium
Rating			
17. Order Policies			Order a copy of the prior Fund policy (include FAX number on all Order Policies orders)
18. Order Documents Menu			Order hardcopies of documents
19. Logout Web ATIDS			
Update/Post Closing Transactions			
1. Sign on to the Web ATIDS System			
2. Search	Menu-Update		Property update
Property Search			
3. General Index	Commercial		Find commercial name variations
Name Variations			
4. Search	Menu	- Name	Name update
Search			
5. Logout Web ATIDS			

Practice Session 1 Transaction Information

LABEL	TRANSACTION INFORMATION
County:	Sarasota
Legal Description:	Lots 1-4, Cedars on Siesta Key, Plat Book 4, Page 60

LABEL	TRANSACTION INFORMATION
Names:	Elliott P. Robinson Pamela A. Keris-Robinson Horsefeathers
Search From Date:	June 29, 1990
Folio#:	0127-06-0008
Transaction Amount:	\$4,000,000.00

Use The Following Steps To Complete Session1:

What You Do	Comments
1. Change County	Change to Sarasota County
2. Search Menu - Add/Change/Find File	Add an ATIDS file (Refer to the Bill Code Brochure for the proper bill code to use)
3. Search Menu - Subdivision/Condo Search	Subdivision/Condo property search
4. General Index Commercial Name Variations	Check for commercial name variations
5. Search Menu-Name Search	Name search (personal and commercial, if any)
6. Search Menu-Tax Search	Tax search (not available in all counties)
7. Search Menu-Policy Rating	Rate the policy for the promulgated amount and premium
8. Order Documents Menu	Order hard copies of documents
9. Search Menu-Update Property Search	Property update
10. General Index Commercial Name Variations	Find commercial name variations
11. Search Menu - Name Search	Update the name searches including commercial names

Practice Session 2 Transaction Information

LABEL	TRANSACTION INFORMATION
County:	Orange

LABEL	TRANSACTION INFORMATION
Legal Description:	Lot 1, Block B, Fountainbrook Townhouse Subdivision
Names:	Jerry A. Machalek Sally M. Olivier f/k/a Sally O. Machalek
Quit Claim Deed:	OR 4172/562
Folio#:	23-22-29-2820-02010
Transaction Amount:	\$150,000.00

Use The Following Steps To Complete Session 2:

What You Do	Comments
1. Change County	Change to Orange County
2. Document Posting Information	Obtain the posting reference
3. Policy Search-Platted	Search for a prior policy.
4. Search Menu - Add/Change/Find File	Add an ATIDS file (Refer to the Bill Code Brochure for the proper bill code to use
5. Search Menu - Subdivision/Condo Search	Subdivision/Condo property search
6. Search Menu-Name Search	Personal name search
7. Search Menu-Tax Search	Tax search (not available in all counties)
8. Search Menu-Policy Rating	Rate the policy for the promulgated amount and premium
9. Order Documents Menu	Order hard copies of documents
10. Order Policies	Order a copy of the prior Fund policy (include FAX number on all Order Policies orders)

Practice Session 3 Transaction Information

LABEL	TRANSACTION INFORMATION
County:	Lake
Legal Description:	Lots 6 & 7, Block 22, City of Clermont, Plat Book 8, Page 17S
Names:	Howard D. Whiteman and Sarah B. Schaeffer Roland Bondani

LABEL	TRANSACTION INFORMATION
Search From Date:	September 9, 2006
Transaction Amount:	\$300,000.00

Use The Following Steps To Complete Session3:

What You Do	Comments
1. Change County	Change to Lake County
2. Plat Information From Plat Name	Obtain the recording reference
3. Search Menu - Add/Change/Find File	Add an ATIDS file (Refer to the Bill Code Brochure for the proper bill code to use)
4. Search Menu - Subdivision/Condo Search	Subdivision/Condo property search
5. Search Menu-Name Search	Personal name search
6. Search Menu-Policy Rating	Rate the policy for the promulgated amount and premium
7. Order Documents Menu	Order hard copies of documents

Practice Session 4 Transaction Information

LABEL	TRANSACTION INFORMATION
County:	Hillsborough
Legal Description:	NE ¼ of the NW ¼ of the NW ¼ less SR Right of Way & less W 25' for Road R/W Sec 26, Township 29 S Range 21 East
Names:	Berry Holding Group, Inc.
Warranty Deed:	OR 10709/1518
Folio#:	086126-0000
Search From Date:	April 4, 2001
Transaction Amount:	500,000.00

Use The Following Steps To Complete Session 4:

What You Do	Comments
1. Change County	Change to Hillsborough County

What You Do		Comments
2. Document Information	Posting	Obtain the acreage codes
3. Search Menu - Add/Change/Find File		Add an ATIDS file (Refer to the Bill Code Brochure for the proper bill code to use)
4. Search Menu - Acreage/Govt Lot Search		Acreage/Govt Lot property search
5. Search Menu-Name Search		Commercial Name search and Commercial Name search Variations
6. Search Menu-Tax Search		Tax search (not available in all counties)
7. Search Menu-Policy Rating		Rate the policy for the promulgated amount and premium
8. Order Documents Menu		Order hard copies of documents

Practice Session 5 Transaction Information

LABEL	TRANSACTION INFORMATION
County:	Broward
Legal Description:	Lot 12, Block 1, Relco Estates, Plat Book 92, Page 7
Names:	Marc A. Brands
Property Address:	9231 NW 32 Manor, Sunrise, FL 33351
Seller's Address	8745 Sanibel Lane, Merritt Island, FL 32952
Folio#:	9120-11-0120
Transaction Amount:	\$115,000

Use The Following Steps To Complete Session 5:

What You Do		Comments
1. Change County		Change to Broward County
2. Policy Search-Platted		Search for a prior policy.
3. Search Menu - Add/Change/Find File		Add an ATIDS file (Refer to the Bill Code Brochure for the proper bill code to use)
4. Search Menu - Subdivision/Condo Search		Subdivision/Condo property search

What You Do	Comments
5. Search Menu-Name Search	Personal name search
6. Search Menu-Tax Search	Tax search (not available in all counties)
7. Search Menu-Policy Rating	Rate the policy for the promulgated amount and premium
8. Order Documents Menu	Order hard copies of documents
9. Order Policies	Order a copy of the prior Fund policy (include FAX number on all Order Policies orders)

Practice Session 6 Transaction Information

LABEL	TRANSACTION INFORMATION
County:	Orange
Legal Description:	Lot 60, Horseshoe Bend Section No. 1 recorded in Plat Book 13, Page 142
Names:	Damion O. Tomlinson
Search From Date:	September 26, 2005
Folio#:	01-22-28-3722-00600
Transaction Amount:	\$200,000.00

Use The Following Steps To Complete Session 6:

What You Do	Comments
1. Change County	Change to Orange County
2. Search Menu - Add/ Change/Find File	Add an ATIDS file (Refer to the Bill Code Brochure for the proper bill code to use)
3. Search Menu - Subdivision/Condo Search	Subdivision/Condo property search
4. Search Menu-Name Search	Personal name search
5. Search Menu-Tax Search	Tax search (not available in all counties)
6. Search Menu-Policy Rating	Rate the policy for the promulgated amount and premium
7. Order Documents Menu	Order hard copies of documents

What You Do	Comments
8. Search Menu-Update Property Search	Property update
9. Search Menu - Name Search	Update the name searches

Practice Session 7 Transaction Information

LABEL	TRANSACTION INFORMATION
County:	Lee
Legal Description:	Lots 4 & 5, Block G, Paradise Shores
Names:	Charles L. Ogden Gertrude B. Ogden William Fitzgerald
Search From Date:	December 15, 1986
Transaction Amount:	\$175,000

Use The Following Steps To Complete Session 7:

What You Do	Comments
1. Change County	Change to Lee County
2. Plat Information From Plat Name	Obtain the recording reference
3. Search Menu - Add/ Change/Find File	Add an ATIDS file (Refer to the Bill Code Brochure for the proper bill code to use)
4. Search Menu - Subdivision/Condo Search	Subdivision/Condo property search
5. Search Menu-Name Search	Personal name search
6. Search Menu-Policy Rating	Rate the policy for the promulgated amount and premium
7. Order Documents Menu	Order hard copies of documents

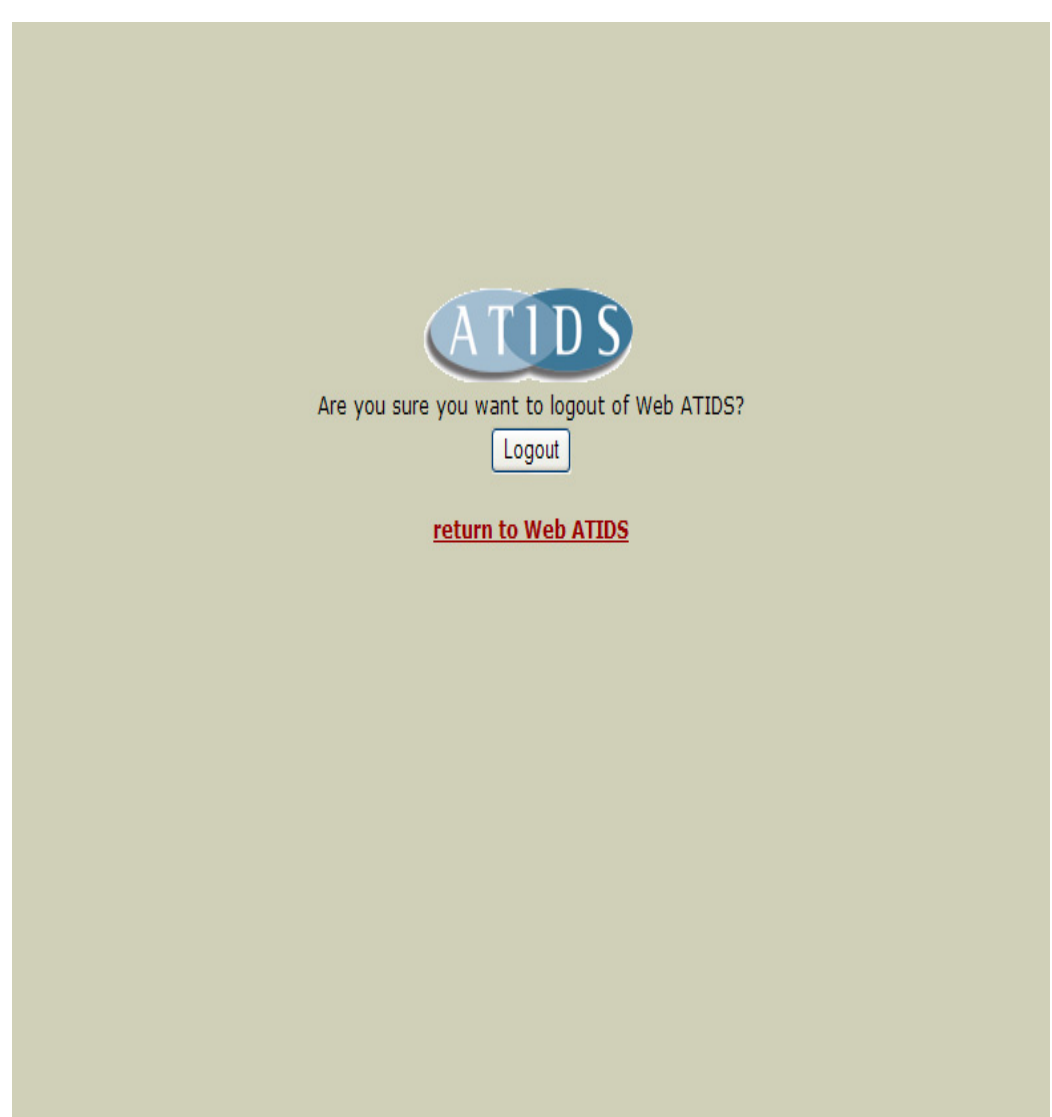

Logout

What You Do		Comments

- From the **Main Menu** or **Search Menu**, click on the **Logout** hyper-link



After doing so, the Logout screen appears.

What You Do	Comments
 A screenshot of a web application's logout confirmation screen. The background is a solid light beige color. In the center, there is a logo for 'ATIDS' consisting of two overlapping blue ovals with the letters 'ATIDS' in white. Below the logo, the text 'Are you sure you want to logout of Web ATIDS?' is displayed in a black, sans-serif font. Underneath this text is a small, rectangular button with a blue border and the word 'Logout' in blue text. At the bottom of the screen, the text 'return to Web ATIDS' is shown in a red, underlined, sans-serif font. <p data-bbox="748 520 959 617"></p> <p data-bbox="643 625 1070 657">Are you sure you want to logout of Web ATIDS?</p> <p data-bbox="818 663 894 705">Logout</p> <p data-bbox="760 747 956 779">return to Web ATIDS</p>	



ATIDS Reference Tables

ATIDS Reference Tables
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The Smart Title Solution

For more than 30 years, Fund members have relied on The Fund's Automated Title Information Data System (ATIDS) to help facilitate the title search and examination process. ATIDS is the premier source of geographically posted, online title information in Florida. Updated daily, this vast data repository provides the most current, complete and reliable title information available.

Comprehensive Online Access to information.

- Access more than 175 million Florida real property records.
- Instantly view images of recorded documents in real time.
- Encompasses nearly 40 of the state's most active counties.
- Provides a minimum 20-year judgment search that will find judgments, federal tax liens, divorces, and probates.
- Index to title policies issued on The Fund since its inception in 1948.
- Extensive hours of availability.
- Documents and searches can be saved electronically.
- Multiple users may access ATIDS simultaneously at no additional charge.

Proper Use of ATIDS Files

What are your responsibilities for the proper use of ATIDS Files?

Your ATIDS contract requires that you establish a separate ATIDS file for each closing transaction or litigation action. If you perform multiple unrelated searches or closings within one file, you will be liable for additional file charges. As an ATIDS Customer, you are ultimately responsible for making sure that ATIDS policies and contract terms are followed by the ATIDS users in your office.

Attorneys' Title Fund Services, LLC (ATFS) performs periodic reviews of ATIDS accounts to ensure that ATIDS files are being used properly. If our review reveals that you are not using ATIDS files in accordance with our policies and contract terms, you will be assessed additional charges, which must be paid in order to maintain your access to the system.

For information on the correct bill codes used to establish files, refer to the ATIDS Quick Reference Guide in your ATIDS Training Material. Prices are listed on this guide as well as in the ATIDS Contract.

Intent to Write an Old Republic National Title Insurance Company (ORNTIC) policy processed through Attorneys' Title Fund Services, LLC: If you establish an ATIDS file using a bill code that allows you to answer Y for yes to the policy intent questions, then you must remit an ORNTIC policy.

Closing Bill Codes

One Closing Transaction or Litigation Action Per File: A transaction consists of the searches performed for one real estate transaction (closing) or one litigation action. Regardless of whether or not a closing is taking place, each search for a single reason must have its own file. If you perform multiple unrelated searches or closings within one file, you will be liable for additional ATIDS file charges. For example, if you represent a developer who will be selling individual lots to separate buyers, you must establish a new file for each property transfer.

Non-Closing Bill Codes

Usage-Based Files: A usage-based file is not to be used for issuance of a title insurance policy. A charge is incurred for each legal or name search, every time that legal description or name is searched. ATFS assumes no liability for these types of ATIDS files.

Training: ATFS offers ATIDS training at no charge. The ATIDS I Basic Training Seminar is required of all new users of ATIDS. It introduces novice users to the ATID System transactions and requirements for use. Employees that have used ATIDS in the past, but need a refresher, may also benefit from the ATIDS I Basic Training Seminar.

Who to contact:

To schedule ATIDS training, contact ATFS's Education Registrar at (888) 407-7775 or email educationregistrar@thefund.com. Arranging training for new employees is the responsibility of the member or customer.

If you have any questions about the proper way to establish files, please contact ATFS Help Desk at 1.800.421.9378.

Source of Reference Codes

There are three tables in this section. Table 1 lists all source of plat reference codes. Table 2 lists the source of reference codes for documents and court cases alphabetically by source of reference. Table 3 lists the source or reference codes alphabetically by code.

1. Plat Codes

The UN code indicates either an unrecorded plat or one that may not have been recorded in the usual place (for example, a plat attached to a deed).

Condominiums: Refer to the Condominium Plat Book or the Condominium Declaration code, depending on the reference given in the legal description.

Plat Source	Code
Chancery Order	CO
Clerk Number	CN
Commissioners' Minute Book	MN
Condominium Declaration	OR
Condominium Plat Book	CB
Deed Book	DB
Minor Plat Book (Alachua & Hillsborough)	MP
Miscellaneous Book	MS
Mortgage Book	MB
Oil & Gas	OG
Planned Unit Development (PUD) Book	PU
Plat Book	PB
Print Book	NT
Quit Claim Book	QC
Road Plat Book	RP
Survey Book	SB
Transcript Book	TB
Unrecorded Plat	UN

2. Document/Court Case Codes by Document

Source of Reference	Code
A	
Assignment & Satisfaction of Judgment Book	AS
Assignment of Judgment Book	AJ
Assignment of Mortgage Book	AM
C	
Chancery Action – Civil Court	CO
Chancery Action – Court of Record	CR
Civil Action – Circuit Court	CA
Clerk's Number	CN
Code Enforcement	CE
Commissioners' Minute Book	MN
Condominium Book	CB
Court of Appeal	AC
D	
Deed Book	D
Drainage District	DD
F	
Federal – Bankruptcy	FB
Federal – Civil Action	FC
Federal Criminal	FR
Federal Tax Lien Book	FL
Final Judgment Book	JF
Foreign Judgment Book	FJ
G	
Guardianship	GS
H	
Hospital Lien Book	HL
I	
Incompetency Book	CI

Source of Reference	Code
Incorporation Book	I
J	
Judgment Lien Book	JL
L	
Law – Circuit Court	LA
Lien Book	L
Lis Pendens Book	LP
Lunacy	CI
M	
Marriage License Book	ML
Minutes – Circuit Court	CM
Miscellaneous Book	MS
Mortgage Book	M
N	
Notice of Commencement Book	NC
O	
Official Records Book	OR
Oil and Gas	OG
Oil Book	OB
Order & Judgment – Circuit	OJ
Order & Judgment – Court of Record	JC
Ordinance Number	ON
P	
Patent	PT
Planned Unit Development Book	PU
Plat Book	PB
Probate	CP
Probate/Guardianship Book	PG
Q	
Quit Claim Book	QC

Source of Reference	Code
R	
Resolution Number	RN
Road Plat Book	RP
S	
Satisfaction of Judgment Book	SJ
Satisfaction of Mortgage Book	SM
Small Claims Court	SC
Supreme Court	SU
Survey Book	SB
T	
Tax Certificate Book	TX
Tax Certificate Number	CF
Tax Deed County	TC
Tax Deed State	TS
Title Abstract	TA
Title Opinion	TO
U	
Uniform Commercial Code	UC
Unknown	UK
Unrecorded Book	UN
W	
Will Book	WB

3. Document/Court Case Codes by Code

Code	Source of Reference
A	
AC	Court of Appeal
AJ	Assignment of Judgment Book
AM	Assignment of Mortgage Book
AS	Assignment & Satisfaction of Judgment Book
C	
CA	Civil Action – Circuit Court
CB	Condominium Book
CE	Code Enforcement
CF	Tax Certificate Number
CI	Incompetency Book Lunacy
CM	Minutes – Circuit Court
CN	Clerk's Number
CO	Chancery Action – Civil Court
CP	Probate
CR	Chancery Action – Court of Record
D	
D	Deed Book
DD	Drainage District
F	
FB	Federal – Bankruptcy
FC	Federal – Civil Action
FJ	Foreign Judgment Book
FL	Federal Tax Lien Book
FR	Federal Criminal
G	
GS	Guardianship
H	
HL	Hospital Lien Book

Code	Source of Reference
I	
I	Incorporation Book
J	
JC	Order & Judgment – Court of Record
JF	Final Judgment Book
JL	Judgment Lien Book
L	
L	Lien Book
LA	Law – Circuit Court
LP	Lis Pendens Book
M	
M	Mortgage Book
ML	Marriage License Book
MN	Commissioners' Minute Book
MS	Miscellaneous Book
N	
NC	Notice of Commencement
O	
OB	Oil Book
OG	Oil and Gas
OJ	Order & Judgment – Circuit
ON	Ordinance Number
OR	Official Records Book
P	
PB	Plat Book
PG	Probate/Guardianship Book
PT	Patent
PU	Planned Unit Development Book
Q	
QC	Quit Claim Book

Code	Source of Reference
R	
RN	Resolution Number
RP	Road Plat Book
S	
SB	Survey Book
SC	Small Claims Court
SJ	Satisfaction of Judgment Book
SM	Satisfaction of Mortgage Book
SU	Supreme Court
T	
TA	Title Abstract
TC	Tax Deed County
TO	Title Opinion
TS	Tax Deed State
TX	Tax Certificate Book
U	
UC	Uniform Commercial Code Book
UK	Unknown
UN	Unrecorded Book
W	
WB	Will Book

Type of Instrument (TOI) Codes

Code	Type of Instrument
A	
AA	Assumption Agreement, Joinder
AC	Appointment of Agent
AD	Agreement for Deed Assignment for Agreement for Deed Contract for Deed Sale or Purchase
ADD	Administrator Deed
ADP	Adoption
AFF	Affidavit Clerk's Certification
AGR	Agreement Certificate of Limited Partnership Dissolution of Partnership Non Use Commitment Property Settlement Agreement
AJ	Assignment of Judgment
AJD	Amended or Modified Judgment
AL	Assignment of Lien
ALS	Assignment of Lease, Rentals
AM	Assignment of Mortgage Assignment of Deed of Trust
AML	Amended Lien
ANE	Agreement Not to Encumber
ANL	Annulment
ANR	Agreement Not to Receive (Accept) Future Advances
ASN	Assignment, Contract Assignment
B	
BC	Birth Certificate
BNK	Bankruptcy/Receivership Discharge of Bankruptcy/Receivership Suggestion of Bankruptcy
BOS	Bill of Sale
C	
CA	Certificate of Approval
CAV	Caveat
CHA	Chattel Mortgage

Code	Type of Instrument
CHR	Charter
CIT	Certificate of Additional Intangible Tax
CJD	Cost Judgment Attorney's Fees
CL	Claim of Lien, Mechanics (Labor, Materials & Service) Contest of Lien Waiver of Lien (Mechanics)
COM	Certificate of Merger
CON	Change of Name
COO	Certificate of Organization
COT	Contract Assignment of Contract
CPL	Complaint
CS	Certificate of Sale
CT	Certificate of Title
CTF	Certificate
D	
D	Deed
DC	Death Certificate
DCL	Disclaimer Real Property Waiver
DEC	Declaration
DIS	Dismissal/Discharge (Order of)
DIV	Divorce
DKT	Docket
DM	Deed and Mortgage
DOC	Declaration of Condominium
E	
E	Easement (or Grant of)
ECL	Estate Tax Closing Letter
EMD	Eminent Domain (Order of Taking)
ETL	Estate Tax Lien, Federal or State
EX	Execution

Code	Type of Instrument
EXD	Executor's Deed
F	
FA	Future Advance (includes Limitation of, Cancellation of, and Waiver of) Notification of Additional Advance Assignment, Receipt of Advance
FDS	Free Dealership
FN	Fictitious Name, Affidavit of
FSD	Fee Simple Deed
FTL	Notice of or Refile of Federal Tax Lien Income Tax Lien
G	
GD	Guardian's Deed
GRD	Guardianship Curator Custodian
H	
HQ	Red Alert – Call Headquarters
I	
IBK	Involuntary Bankruptcy
ICM	Incompetency
INC	Incorporation, Articles of Dissolution of Corporation
ITX	Intangible Tax
J	
JDG	Final Decree Judgment Final Judgment of Foreclosure
JND	Joinder
JUN	Junk
L	
LN	Lien (Hospital, Welfare, or Assessment, etc.) Lien for Worker's Compensation
LP	Lis Pendens
LS	Lease Cancellation of Lease
LVY	Levy Write of Attachment Execution
M	
M	Mortgage Deed of Trust Pledge
MAN	Mandate

Code	Type of Instrument
MC	Marriage Certificate
MCR	Mortgage Certificate of Release
MIS	Miscellaneous
MMA	Mortgage Modification Agreement Adjustable Rate Ride Extension Agreement
MOD	Modification Agreement
N	
NA	Notice of Appeal
NC	Notice of Commencement
NOT	Notice
NR	Name Restoration
NTC	Nontaxable Certificate and Receipt of Estimated Tax
NTL	Notice of Tax Lien (State, Local) Florida Industrial Commission Lien Intangible Tax Lien
O	
O	Order
OOT	Order of Taking Condemnation Eminent Domain
OPT	Option
ORD	Ordinance
P	
PA	Power of Attorney
PAL	Partial Assignment of Lease (special Land lease: Escambia & Santa Rosa counties)
PAT	Patent
PDC	Public Defender's Claim
PET	Petition
PFB	Performance Bond (Payments)
PLT	Plat Survey
PR	Partial Release
PRD	Personal Representative's Deed
PRJ	Partial Release of Judgment
PRL	Partial Release of Lien

Code	Type of Instrument
PRM	Partial Release of Mortgage
PRO	Probate (may be further defined in remarks) This code covers a wide variety of Probate documents filed in the Official Records, such as: Administration Designation of Homestead Federal Estate Tax Receipt Final Distribution Inheritance Estate Tax Letters Testamentary/Administration Proof of Will Receipt of Estate Tax Summary Administration Will, Admittance of
Q	
QCD	Quit Claim Deed
R	
R	Restrictions/Covenants Release of Restrictions
RAC	Revocation of Appointment of Agent
RE	Release of Easement
REL	Release, Cancellation
RET	Release or Waiver of Estate Tax, Federal or State
RFT	Release or Satisfaction of Federal Tax Lien
RIC	Restoration of Incompetency Return to Competency
RL	Release or Satisfaction of Lien (Mechanics Only)
RNA	Removal of Non-Age Disability
RNE	Release or Satisfaction of Agreement Not to Encumber
RPA	Revocation of Power of Attorney
RSN	Resolution
RSV	Reservations
S	
SA	Security Agreement
SAL	Assignment of Special Land lease (Escambia & Santa Rosa counties)
SAT	Satisfaction
SD	Sheriff's Deed
SEP	Separation Agreement
SJ	Satisfaction Final Decree Satisfaction of Intangible Tax Satisfaction of Judgment Satisfaction of Tax Executions

Code	Type of Instrument
SL	Satisfaction or Release of Lien Satisfaction or Release of Tax Lien (State, Local)
SLL	Special Land lease (Escambia & Santa Rosa counties)
SM	Satisfaction, Cancellation, or Release of Mortgage Release Deed (Trust)
SPA	Subordination of Pledge Agreement
STK	Stock Certificate
SUB	Subordination Agreement
SUP	Support
SWD	Special Warranty Deed
T	
TAG	Trust Agreement Cancel Trust Agreement Revocation of Trust Agreement
TAP	Trustee Appointment Trust Under Will Discharge of Trustee
TR	Trustee Resignation
TRD	Trustee's Deed
TRL	Transfer of Lien
TW	Tax Warrant State Warrant
TXD	Tax Deed
U	
UCC	Uniform Commercial Code Financing Statement Security Agreement
UCO	Uniform Commercial Code
USA	Patriot's Act Alert
UT	Unity of Title
V	
VCN	Voluntary Bankruptcy
VER	Verdict
VLN	Violation
VML	Voluntary Mortgage Lien
W	
WD	Warranty Deed
WDM	Warranty Deed and Mortgage
WIL	Will Construction of Will and Codicil

ATIDS Printout

An example of a property search printout is shown below:

ATID	Y040	EXS	****	ATTORNEYS' TITLE FUND SERVICES, LLC.	****	05/31/2011
						09:30:19
FUND BRANCH INFORMATION: CERTIFIED THROUGH 05/12/2011 AT 1100 PM						
CERTIFIED THROUGH BOOK 24522 PAGE 44						
CERTIFIED FROM 12/14/1977						
FILE NUMBER: TOI CODE TABLES						
DESCRIPTION: TOI CODE BOOK						
ATID	Y040	EXS	****	ATTORNEYS' TITLE FUND SERVICES, LLC.	****	05/31/2011
				FOR COUNTY OF PALM BEACH		09:30
SP- PB	BK-	25	PG-	17	FILE/ORDER REF: TOI CODE TABLES	
SEARCH	FROM-	09161993	THRU-	05122011	ID-	
--L1--	--L2--	--L3--	--L1--	--L2--	--L3--	--L1-- --L2-- --L3--
-->	3	7				
-->						
-->						
PLAT NAME:						
BOCA WOODS (CONTAINS LTS IN BLKS 1-17)						
DATE OF PLAT- 01/22/1957 AUTHORIZED LEVELS- LB //						
PLAT CERTIFIED - ALL POSTINGS CONFORM TO AUTHORIZED LEGALS.						
FUND BRANCH CERTIFIED THROUGH 05/12/2011 AT 11:00 PM						
***** RETRO DATA CERTIFIED *****						
10 instruments found for search arguments						
ATID			****	ATTORNEYS' TITLE FUND SERVICES, LLC.	****	PAGE 0001 OF 0010
DOF: 01032011	PR: OR 24290	113		SR: CN 2011 0001113		DOI: 01011900
TOI: NC	DESC:			MIN: - -		
1ST PARTY: JAMES HANSEN A/K/A JAMES D HANSEN 2735 NE 4TH DR BOCA RATON FL 33431						
2ND PARTY:						
AMOUNT:			NAME:		TYPE:	
REFERENCE:						
LEGAL: BLK 7 LT 3 BOCA WOODS (PB 25/17)						
COMMENTS: C-\$\$SUPERIOR FENCE & RAIL\$#520 NW 1ST ST#DEERFIELD BCH FL 33441#@L-\$						
\$NONE\$						
1st pg-SEARCHD	3/	7/	PB	25 /		17 09/16/1993-05/12/2011
ATID			****	ATTORNEYS' TITLE FUND SERVICES, LLC.	****	PAGE 0002 OF 0010
DOF: 06222004	PR: OR 17144	1654		SR: CN 2004 0358589		DOI: 05122004
TOI: SM	DESC:			MIN: - -		
1ST PARTY: BK AMER N A SUCC TO B A MTG L L C SUCC TO NATIONSBANC MTG CORP						
2ND PARTY: JAMES D HANSEN SHERRY S HANSEN						
AMOUNT:			NAME:		TYPE:	
REFERENCE: OR 7889/170						
LEGAL: NONE						
COMMENTS:						
SEARCHD	3/	7/	PB	25 /		17 09/16/1993-05/12/2011
ATID			****	ATTORNEYS' TITLE FUND SERVICES, LLC.	****	PAGE 0003 OF 0010
DOF: 03062003	PR: OR 14886	342		SR: CN 2003 0127285		DOI: 03042003
TOI: AFF	DESC:			MIN: - -		
1ST PARTY: FRANK NOWICKI						
2ND PARTY:						
AMOUNT:			NAME:		TYPE:	
REFERENCE:						
LEGAL: BOCA WOODS PB 25/17						
COMMENTS: *JNT						
SEARCHD	3/	7/	PB	25 /		17 09/16/1993-05/12/2011
ATID			****	ATTORNEYS' TITLE FUND SERVICES, LLC.	****	PAGE 0004 OF 0010
DOF: 11241999	PR: OR 11472	1681		SR: CN 1999 0467660		DOI: 01011900
TOI: NC	DESC:			MIN: - -		
1ST PARTY: JIM HANSEN 2735 NE 4TH DR BOCA RATON FL						
2ND PARTY:						
AMOUNT:			NAME:		TYPE:	
REFERENCE:						
LEGAL: LT 3 BLK 7 BOCA WOODS						
COMMENTS: C-\$\$GUSTAFSON IND INC\$#PO BOX 832#BOYNTON BEACH FL 33425#L-\$\$NONE\$ @						
POST PB 25/17						
SEARCHD	3/	7/	PB	25 /		17 09/16/1993-05/12/2011

Printout continued on next page...

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ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0005 OF 0010
DOF: 10241995 PR: OR 8970 1301 SR: CN 1995 0341976 DOI: 07151995
TOI: AM DESC: MIN: -
1ST PARTY: SOURCE 1 MTG SVC CORP F/K/A FIREMANS FUND MTG CORP
2ND PARTY: NATIONSANC MTG CORP
AMOUNT: NAME: TYPE:
REFERENCE: OR 7889/170
LEGAL: NONE
COMMENTS:
SEARCHD 3/ 7/ PB 25 / 17 09/16/1993-05/12/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0006 OF 0010
DOF: 06011994 PR: OR 8285 1278 SR: CN 1994 0191651 DOI: 05171994
TOI: AM DESC: MIN: -
1ST PARTY: FORTUNE BK
2ND PARTY: SOURCE 1 MTG SVC CORP
AMOUNT: NAME: TYPE:
REFERENCE: OR 7889/170
LEGAL: NONE
COMMENTS:
SEARCHD 3/ 7/ PB 25 / 17 09/16/1993-05/12/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0007 OF 0010
DOF: 09161993 PR: OR 7889 177 SR: CN 1993 0296269 DOI: 01011900
TOI: AFF DESC: IDENTITY MIN: -
1ST PARTY: JAMES D HANSEN
2ND PARTY:
AMOUNT: NAME: TYPE:
REFERENCE:
LEGAL: LT 3 BLK 7 PB 25/17
COMMENTS:
SEARCHD 3/ 7/ PB 25 / 17 09/16/1993-05/12/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0008 OF 0010
DOF: 09161993 PR: OR 7889 176 SR: CN 1993 0296268 DOI: 09151993
TOI: AM DESC: MIN: -
1ST PARTY: ADDISON MTG GROUP INC
2ND PARTY: FORTUNE BK
AMOUNT: NAME: TYPE:
REFERENCE: OR 7889/170
LEGAL: LT 3 BLK 7 PB 25/17
COMMENTS:
SEARCHD 3/ 7/ PB 25 / 17 09/16/1993-05/12/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0009 OF 0010
DOF: 09161993 PR: OR 7889 170 SR: CN 1993 0296267 DOI: 09151993
TOI: M DESC: MIN: -
1ST PARTY: JAMES D HANSEN SHERRY S HANSEN
2ND PARTY: ADDISON MTG GROUP INC 2500 N MILITARY TRAIL 480 BOCA RATON FL 33431
AMOUNT: 60000.00 NAME: ADDISON MTG GROUP TYPE: CONV
REFERENCE:
LEGAL: LT 3 BLK 7 PB 25/17
COMMENTS:
SEARCHD 3/ 7/ PB 25 / 17 09/16/1993-05/12/2011

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0010 OF 0010
DOF: 09161993 PR: OR 7889 169 SR: CN 1993 0296266 DOI: 09151993
TOI: WD DESC: MIN: -
1ST PARTY: LINDLEY J SHIPLEY MARGARET B SHIPLEY H/W
2ND PARTY: JAMES D HANSEN SHERRY S HANSEN H/W 2735 NE 4TH DR BOCA RATON FL 33431
AMOUNT: 896.00 NAME: KEHRES, GRANT W ATTY TYPE:
REFERENCE: TN 06-43-47-17-04-007-0030
LEGAL: LT 3 BLK 7 PB 25/17
COMMENTS:

Lst pg-SEARCHD 3/ 7/ PB 25 / 17 09/16/1993-05/12/2011

*****SEARCH COMPLETE*****

1. How to Read a Printout

ATID ***** ATTORNEYS' TITLE FUND SERVICES, LLC. ***** PAGE 0010 OF 0010
DOF: 09161993 PR: OR 7889 169 SR: CN 1993 0296266 DOI: 09151993
TOI: WD DESC: MIN: - -
1ST PARTY: LINDLEY J SHIPLEY MARGARET B SHIPLEY H/W
2ND PARTY: JAMES D HANSEN SHERRY S HANSEN H/W 2735 NE 4TH DR BOCA RATON FL 33431
AMOUNT: 896.00 NAME: KEHRES, GRANT W ATTY TYPE:
REFERENCE: TN 06-43-47-17-04-007-0030
LEGAL: LT 3 BLK 7 PB 25/17
COMMENTS:

Lst pg-SEARCHD

3/

7/

PB

25 /

17 09/16/1993-05/12/2011

DOF - Date of Filing. Month, day, and year the document was filed in the public records.

PR - Primary Reference. Type of book, book number, and page number where the document is recorded at the courthouse. In Sarasota County, for documents with a date of filing on or after 5/18/98, this is the Official Records Instrument number.

SR - Secondary Reference. Clerk's file number, for documents recorded in the Official Records.

DOI - Date of Instrument. Month, day, and year the document was executed. If DOI is later than DOF, or was unavailable or illegible when the document was entered into ATIDS, this field displays 01011900.

TOI - Type of Instrument. Type of instrument code that correspond as closely as possible to the actual type of document.

DESC - Description. Clarifies information in the TOI field, or contains additional information about a document.

MIN - Mortgage Identification Number. A unique number for identifying loans. The MIN comes from either the Assignment of Mortgage Instruments or the Mortgage Instruments.

1st Party - Usually the party initiating and signing the document; includes marital status if available. Example: Seller or grantor on a deed.

2nd Party - Recipient of the action created by the document; includes marital status and type of estate, if available. Example: Buyer or grantee on a deed, or mortgagee on a mortgage.

AMOUNT - Dollar amount.

NAME - Displays scrivener name, collateral name (on UCO documents), or other names.

TYPE - Mortgage type codes or UCC/UCO financing statement type codes.

REFERENCE - Recording reference(s). If document is part of a case, the case number is referenced.

LEGAL - Legal description, including subdivision name if applicable. If the legal description is too long for the field, (INC) at the end indicates the description is incomplete.

COMMENTS - Special or descriptive information.

Document Posting Info (LKUP) Tables

There are five tables in this section. Table 1 lists the type of estate abbreviations that may be displayed in the Second Party box in the Document Posting Information function (LKUP). Table 2 lists other reference abbreviations. Table 3 lists reference information that may appear for specific documents. Table 4 lists mortgage type codes. Table 5 lists UCC/UCO financing statement type codes.

1. Abbreviations for Types of Estates

Abbreviation	Estate Type
EST BY ENTIR	Estate by the Entirety
ENTIR	Entirety, Entireties
J/T	Joint Tenants with Right of Survivorship Joint Tenants with Right of Survivorship and not Tenants in Common Joint Tenants with Survivorship
LIFE EST	Life Estate
TEN BY ENTIR	Tenants by Entirety
T/I/C	Tenants in Common
UNDIV INT	Undivided Interest
UNDIV __% INT	Undivided __% Interest
W/R/S	With Right of Survivorship

2. Abbreviations for Other References

Abbreviation	Reference
A/I/F	Attorney in Fact
A/K/A	Also Known As Sometimes Known As
D/B/A	Doing Business As
F/B/O	For Benefit Of
F/K/A	Formerly Known As
K/A	Known As
N/K/A	Now Known As
PERSONAL REP EST	Personal Representative of Estate
T/A	Trading As
T/U/W	Trust Under Will
U/A	Under Agreement
U/T	Under Declaration of Trust, Under Trust
U/T MMDDYY (DATE)	Under Declarations of Trust Dated Under Trust Dated

3. Document Information

Document Type	Reference	Amount	Name	Type
Assignment	Original Reference	—	—	—
Assumption/Modification	Original Reference	—	—	—
Claim of Lien	—	Lien Amount	—	—
Court Case	Case Number	—	—	—
Deed	—	State Stamps	Scrivener	—
Intangible Tax	Original Reference	—	—	—
Mortgage	—	Mortgage Amount	Scrivener	Mortgage Type
Notice of Commencement	—	—	Owner	—
Ordinance	Ordinance Number	—	—	—
Patent	Patent Number	—	—	—
Release	Original Reference	—	—	—
Satisfaction	Original Reference	—	—	—
Subordination	Original Reference	—	—	—
Tax Deed	Certificate Number	—	—	—
UCC	Original Reference	—	—	—
UCO	Original Reference	—	**	UCO Type*
*Mortgage and UCO Type Codes are shown in the next two tables.				
**May contain collateral.				

4. Mortgage Type Codes

The codes listed below designate the type of mortgage indexed, depending on the form type used to prepare the mortgage.

Mortgage Type	Code
Conventional	CONV
Equity Line	EQTY
Farmers Home Administration	FMHA
Federal Housing Administration	FHA
Reverse	REV
Veterans Administration	VA

5. UCC/UCO Financing Statement Type Codes

The following codes designate types of UCC or UCO financing statements, determined by the function of the document.

Statement Type	Code
Amendment	AMD
Assignment	ASN
Continuation	CONT
Partial Release	PREL
Release	REL
Termination	TERM

County Suffix Table

A plat that was recorded in one county may later become part of a different county, but may not be re-recorded in the new county. This table lists the suffixes to use with the plat book number to find such plats in ATIDS. Insert a hyphen between the number and the suffix.

Example: To find a plat in Broward County that was originally recorded in Miami-Dade County as plat book 2, page 17, use the suffix D and search plat book 2-D, page 17 in Broward County.

Current County	Original County	Suffix
Broward	Miami-Dade	D
Broward	Palm Beach	P
Flagler	St. Johns	J
Indian River	Brevard	B
Indian River	St. Lucie	S
Martin	Brevard	B
Martin	St. Lucie	S
Pinellas	Hillsborough	H
Santa Rosa	Escambia	E

USER PREFERENCES QUICK REFERENCE GUIDE

Web ATIDS

HOW DO I ACCESS USER PREFERENCES?

- Login to Web ATIDS.
- From Main menu click on the “Preferences” link.
- This will launch the User Preferences page in a new window.

HOW DO I ENTER/UPDATE USER PREFERENCES?

- Fill in the fields on the User Preferences page that you would like to have auto-populated in other transactions.
- Click the “Save” button.
- Click the “Exit” button.

WHERE IS THE DATA I ENTERED IN USER PREFERENCES AUTO-POPULATED IN WEB ATIDS?

- Search Menu: Delivery Options
- Add a File: Ordered By
- Policy Search and Order: Phone, Fax, Ordered By, Extension, Responsible Party & Deliver By
- Order Documents Menu: Phone, Fax, Ordered By, Extension, Responsible Party & Deliver By
- Order Branch Products: Ordered By, Responsible Party, Deliver By, Address, Phone, and Fax
- Report Document Error: Requested By, Name, Phone, Extension

WHAT IF I USE WEB ATIDS ON MORE THAN ONE COMPUTER?

User Preferences are unique for each PC and FundNet ID.

If you log into multiple PCs, you will have to setup your preferences on each PC.

WHAT IF OTHER PEOPLE USE MY PC TO DO SEARCHES IN WEB ATIDS?

User Preferences are unique for each PC and FundNet ID.

Other people using your PC can set their own user preferences as long as they are using a different FundNet ID to access Web ATIDS.

WHAT IF I CLEAR MY COOKIES?

User Preferences are saved as a “Cookie” on your PC.

If you clear your cookies, your User Preferences will be deleted.

You can set up your User Preferences again the next time you log into Web ATIDS.

WHAT IF THE “DELIVER BY” METHOD I CHOSE IN USER PREFERENCES IS NOT A VALID DELIVERY OPTION IN THE TRANSACTION I AM IN?

Web ATIDS will default to an alternative option if no Deliver By method was set in User Preferences or if the method you chose is not a valid option. Deliver By method for Propel customers will default to ProPel.