

NORTHWEST LAND TITLES AND RECORDS

OVERVIEW OF
MORTGAGE PROCESS IN
NORTHWEST LTRO

LTRO MORTGAGE PROCESS

- Land Titles and Records is located:
- 911 NE 11th Avenue
- Portland, OR. 97232
- Fax: (503) 231-6715

LTRO MORTGAGE PROCESS

- **Staff – Land Titles and Records**
- Michele Hensel – Manager-(503) 231-6790.
- 1 - Recorder
- 6 - Examiners
- 2 – Legal Assistants
- 1 - Cartographer
- 1 - GIS Coordinator (2 Yr. Contract)

LTRO MORTGAGE PROCESS

- Land Titles and Records priority is to Record Mortgage Documents after acknowledgement of receipt and issue Certified Title Status Reports in a timely manner.

LTRO MORTGAGE PROCESS

- **RECORDING PROCESS:**
- 1. Mortgage/Leasehold Documents are received in LTRO & logged.
- 2. Recorder receives document and performs a cursory review and preps for scanning into the TAAMS Repository System.(Documents must be an original or stamped “True Original”. If an error is detected, recorder will return to originator for correction.
- 3.Recorder will e-mail Agency for next “Recording Number”
- 4.Once in receipt of recording number, recorder scans and records document in TAAMS (Trust Asset Accounting System).
- 5. After recording, original document is provided to Gina Eastman or to originating office.
- 6. Mortgage document is ready to be encoded by Legal Assistant or examiner.

LTRO MORTGAGE PROCESS

- **EXAMINATION PROCESS:**
- Manager will assign TSR Request in TAAMS to examiner & provide TSR request to examiner's in-box.
- Examiner will pull tract folder located in file room.
- Examiner will request from TAAMS the following reports: Informational TSR & Tract History Report.
- Examiner will retrieve Title Tract in TAAMS and select the "documents" tab to view all documents. (conveyance/realty and legal).
- Examiner will verify Legal Description of tract.
- Examiner will pull last "certified TSR" from the 188 Tract folder and start comparing new "informational TSR" to last "certified TSR".

LTRO MORTGAGE PROCESS

- EXAMINATION PROCESS cont.
- Examiner will compare document list against last documents sheets in 188 tract folder.
- Examiner will begin examination process of all documents.
- Examiner will chain and fill out document sheet.
- Examiner will encode any new documents if necessary or make changes and process through Post Q A.
- Examiner will “exam complete” & certify TSR and submit to Manager for signature.
- Manager will sign and print
- TSR Request is logged out and mailed or e-mailed to requesting office.

LTRO MORTGAGE PROCESS

- QUESTIONS AND ANSWERS