

Paid internship NOW with the potential to be hired full-time after graduation!

Apply Now!

Title Research Intern

Perdido Title Solutions is Hiring



Title Research Intern

Fall 2026: 20+ hours/week

Spring 2027: 20+ hours/week

Seeking a motivated and detail-oriented Title Researcher Intern to help in property research, public records analysis, title insurance processes, and real estate documentation.

If your career goals include roles such as Title Examiner, Real Estate Analyst or Property Research Specialist. This internship provides hands-on experience in developing analytical and professional skills applicable across the real estate and legal industries while you complete your UWF degree.

Apply today using the QR Code or visit our website:

uwf.edu/WorkforceDevelopment

The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development. Email: workforcedevelopment@uwf.edu





Title Researcher Intern

Job Summary

The Title Researcher Intern supports the title research and real estate services team by assisting with the collection, review, analysis, and organization of public records and property-related information used in title insurance transactions. This internship provides students with practical exposure to title operations, ownership history, legal documentation, municipal records, and real estate research processes. The Intern will gain valuable experience working with industry software systems while developing analytical, organizational, and professional skills applicable to careers in real estate, law, business, and public administration.

Job Responsibilities

- Conduct research using public records, county databases, GIS systems, and tax records.
- Assist in identifying property ownership history and chain of title information.
- Review deeds, mortgages, liens, easements, plats, and legal descriptions for accuracy and completeness.
- Enter, update, and maintain property data within title software systems.
- Support preparation of title reports, commitments, and internal documentation.
- Research municipal information including zoning, taxes, assessments, and permits.
- Verify the accuracy of recorded documents and identify discrepancies.
- Communicate professionally with team members regarding file status and research findings.
- Participate in training related to title insurance, real estate law, and industry regulations.
- Maintain confidentiality of customer information and company records.

Qualifications

- Full time UWF students, majoring in Business Administration, Legal Studies, History, Political Science, Public Administration and Criminal Justice.
- Interest in real estate, law, business administration, or public records research.
- Strong attention to detail and organizational skills.
- Proficiency with Microsoft Office applications, including Word and Excel.
- Ability to learn new software systems and processes quickly.
- Strong written and verbal communication skills.