

If more than one attorney practices in this area, one supplement will suffice.

Name of Applicant Firm: _____

1. Please provide a copy of any written agreement or contract appointing an attorney as a title insurance agent acting on behalf of a title insurance company. **If you do not have a written agreement or contract, please explain.**

2. Number of clerical staff _____ and/or paralegals _____ involved in real estate closing.

3. Are any of the actions, duties or responsibilities within the closing process conducted by an individual who is not a licensed attorney? E.g. Title search, preparation or recordation of documents, review of loan documents, etc. Yes No

If yes, please explain.

4. Please describe what procedures or underwriting guidelines you utilize to determine the status or condition of title.

5. Please describe what procedures you follow in conducting real estate closings.

6. Do you maintain and use your own in-house title plant? Yes No

a. **If no, what percentage of title information comes from a title plant maintained by a title insurance company?** _____

b. Provide the name of any title insurance companies whose title plants you access for title information.

7. Who issues the title opinion or otherwise certifies the accuracy of the title in a real estate transaction?

8. Who determines "insurability of title"? _____

9. Do you perform real estate closings without title insurance, title insurance commitment or a title opinion? Yes No

If yes, do you use a written disclaimer or waiver as to condition of title? Yes No

10. Are written waivers used when you represent both the lender and the seller in a transaction? Yes No

11. Does any member of your firm have knowledge or information of any claims or of any incidents or occurrences which might give rise to a claim being made against a title insurance policy that was issued by your firm that arose out of your work as an attorney or as a title insurance agent? Yes No

If yes, please provide details and any relevant documentation.

12. Has a title company ever canceled or non-renewed you or your firm's services as a title insurance agent? Yes No

If yes, please explain.

13. Estimated Total Gross Income from title agent commissions: This year: _____ Last year: _____

14. How many title insurance policies were issued through your firm last year? Loan Policies: _____ Owned Policies: _____

NOTICE TO MAINE APPLICANTS: It is a crime to provide false, incomplete or misleading information to an Insurance Company for the purpose of defrauding the Company. Penalties may include imprisonment, fines or a denial of insurance benefits.

I understand information submitted herein becomes part of my firm's Professional Liability Application and is subject to the same terms and conditions.

Applicant Signature

Position

Date (mm/dd/yyyy)