

To provide the highest level of customized service to our network of agents, Essent Title utilizes ALTA Best Practices as a baseline for reviewing and approving agency applications. Throughout this application, you'll see references to the ALTA Best Practices pillars.

I. General Information

A. Name of your Agency:

B. Your Agency is a:

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC

C. Your federal ID#: _____ Number of years in operation: _____

D. Primary address: _____

E. Business phone: _____ Business email: _____

F. States to be appointed:

II. Ownership and Management Information

A. List all active corporate officers, directors, partners and shareholders who own 10% or more of the Agency:

Name	Position	% Ownership
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B. Do any of the people identified above have, or in the past had, an ownership interest in another settlement services, abstracting or other title insurance-related business? ☐ Yes ☐ No

If yes, please explain:

C. List other underwriters (active and inactive) and year appointed (if inactive, please attach explanation):

Underwriter	Date of Initial Appointment	Active or Inactive
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D. Are you in the process of discontinuing/terminating any active Agency relationships with any of the above underwriters?

☐ Yes ☐ No

If yes, please provide the reason for the discontinuation/termination:

E. Has your Agency or any of the persons identified above ever been subject to any litigation, named in a lawsuit or subject to any regulatory enforcement actions? ☐ Yes ☐ No

If yes, please explain:

F. Has your Agency or any of the persons identified above ever filed for bankruptcy? ☐ Yes ☐ No

If yes, please explain:

III. Business and Operations Information

A. Estimated annual net remittance to all underwriters: \$ _____

B. Estimated annual net remittance to Essent Title: \$ _____

C. Business % Allocation Purchase: _____ Refinance: _____

Commercial: _____ Residential: _____

D. Source of business and percentage of total business makeup (select all that apply):

<input type="checkbox"/> Attorney _____ %	<input type="checkbox"/> Bank/Credit Union _____ %	<input type="checkbox"/> Builder _____ %
<input type="checkbox"/> Developer _____ %	<input type="checkbox"/> Mortgage Banker _____ %	<input type="checkbox"/> Real Estate Agent _____ %
<input type="checkbox"/> Hard Money Lender _____ %	<input type="checkbox"/> Investor _____ %	<input type="checkbox"/> Other _____ %

If any source of business is from an affiliated entity, complete the Affiliated Business Addendum.

E. Does any single customer provide more than 20% of your total title business? ☐ Yes ☐ No

If yes, please indicate the company or individual: _____

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F. Provide the name of software providers you currently use for each of the following:

Title/Policy Production

Escrow

Accounting

G. Does your Agency own or maintain a title plant? ☐ Yes ☐ No

If yes, please provide a brief description of ownership and maintenance:

H. Title search and exam services are performed: (select all that apply):

☐ In-House

☐ Third-Party Vendor

☐ Underwriter

List all third-party search vendors:

I. If your agency has multiple locations, is your search and exam centralized? ☐ Yes ☐ No

If yes, please list locations:

If no, please explain the process:

J. If your agency has multiple locations, is your policy delivery centralized ☐ Yes ☐ No

If yes, please list location or service company used:

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IV. Claims Information

A. Have you been notified of any title losses/claims by underwriters, agencies/firms? ☐ Yes ☐ No

If yes, please explain and include the claim type, name of underwriter, date of claim, and amount paid:

Occurred in the Past	# of Claims	Amount Paid	Underwriter	Claim Type
1 year				
3 years				
5+ years				

B. Does the agency/firm have any title insurance claims pending? ☐ Yes ☐ No

If yes, please explain:

V. Best Practices Assessment

Does your Agency have documented ALTA Best Practices addressing the ALTA Pillars (as listed below) and documented wire transfer controls? ☐ Yes ☐ No

If yes, please attach your documented procedures inclusive of wire transfer controls and proceed to page 7.

If no, please complete all the sections below and the Essent Title Wire Transfer Procedure Questionnaire.

Pillar 1: Licensing

Does your Agency maintain written procedures for current licensures as required to conduct business of title insurance and settlement services? ☐ Yes ☐ No

If yes, please provide. If no, please describe your procedures:

Pillar 2: Escrow Accounts

Does your Agency maintain written procedures and controls for escrow trust accounts, allowing for electronic verification of reconciliation? ☐ Yes ☐ No

If yes, please provide. If no, please describe procedures:

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Who is responsible for reconciling, monitoring, and reviewing the escrow bank account(s)? What is the frequency of this review (daily/monthly)? Are these procedures documented?

Please describe your procedures:

Does your Agency maintain written procedures and controls allowing only designated personnel to authorize bank transactions? Does your Agency ensure background checks are obtained and reviewed during the hiring process and at least every three years thereafter for personnel authorized to perform bank transactions? ☐ Yes ☐ No

If yes, please provide. If no, please describe your procedures:

Pillar 3: Information Security

Does your Agency maintain written policies and procedures to protect non-public information (NPI) including requiring third parties to protect NPI? ☐ Yes ☐ No

If yes, please provide. If no, please describe your privacy policies:

Does your Agency maintain a written information security plan (WISP)? ☐ Yes ☐ No

If yes, please provide. If no, please describe your information security protocols:

Pillar 4 - Settlement Policies and Procedures

Does your Agency maintain written policies and procedures regarding regular employee training related to settlement services, premium calculation, document execution, and timely recording of legal documents? ☐ Yes ☐ No

If yes, please provide. If no, please describe your policies:

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Does your Agency maintain written policies and procedures regarding the oversight of signing professionals and the selection of remote notarization platforms? ☐ Yes ☐ No

If yes, please provide. If no, please describe:

Pillar 5: Policy Production, Delivery, Reporting and Remittance Procedures

Does your Agency have a written process to evaluate third-party production vendors? ☐ Yes ☐ No

If yes, please provide. If no, please describe:

Does your Agency maintain written procedures to ensure policy delivery, policy reporting, and premium remittance are timely?

☐ Yes ☐ No

If yes, please provide. If no, please describe:

Pillar 6: Insurance Coverages

Does your Agency have written policies and procedures for maintaining appropriate professional liability insurance and bond coverage?

☐ Yes ☐ No

If yes, please provide. If no, please describe:

Pillar 7: Consumer Complaints

Does your Agency have written procedures for resolving consumer complaints? ☐ Yes ☐ No

If yes, please provide. If no, please describe:

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VI. Additional Documentation

Please provide all the following with this application:

1. Individual credit application(s)
2. Resumes and bios (senior management and ownership)
3. Three months of escrow reconciliations
4. Wire Transfer Procedure Questionnaire (if not specifically addressed in policies and procedures)
5. Organizational chart
6. Appropriate producer licenses (entity and individual)
7. E&O insurance policy
8. Financial statements covering the last 12 months or most recent tax return
9. Fidelity/surety, cyber, crime bond policy
10. Corporate documents: articles of incorporation and/or operating agreement
11. Affiliated Business Addendum (if applicable)
12. BDA and branch office names and addresses

NOTE: If your Agency is a startup, please provide a written business plan, escrow signature card(s), and pro forma financial statements.

Submitted by Agency's Authorized Principal:

Signature: _____ Print: _____

Title: _____ Date: _____

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