



## Supplemental Questionnaire – Title Agent

1. Have you been operating as a title agent for at least 3 years?  Yes  No
2. Do you ever deposit or disburse funds for closing settlements?  Yes  No
3. Is a separate file set up for each closing?  Yes  No
4. Does the file contain specific closing instructions?  Yes  No
5. Is the file well documented as to compliance with the instructions and transfers?  Yes  No
6. Are funds received for closings deposited in a back trust account and separated for all other operating accounts?  Yes  No
7. Are the bank statements for these accounts separated and easily identifiable?  Yes  No
8. Are separate accounting records maintained for each closing?  Yes  No
9. Are the bank statements for trust, escrow, investment, savings and operating accounts reconciled monthly?  Yes  No
10. Is the person reconciling each of these accounts either an owner or someone not authorized to deposit or withdraw from these accounts?  Yes  No
11. How often do the title companies you represent audit your files?
12. Has the principal or anyone with ownership interest ever filed for bankruptcy?  Yes  No
13. Does the principal or anyone with ownership interest have any unsatisfied judgments or liens against them?  Yes  No If yes, provide further details:
14. Has the principal or anyone having ownership been the subject of any proceedings resulting in disciplinary action from any entity responsible for regulating this business?  Yes  No
15. Has the principal or anyone having ownership interest been cancelled or declined for a surety bond?  Yes  No If yes, provide further details:
16. In what states are you licensed?

**Insurance:**

E & O Carrier:                      Amount: \$

**Owners:**

**Ownership %:**

- 1.
- 2.
- 3.

**Title Companies Represented:**

- 1.
- 2.
- 3.

**Completed by:**

**Dated:**