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| **Policies and Procedures** |
| **Best Practice #4**  **Document Recordation / Title & Settlement Pricing** |

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| **Purpose** | Document recordation and rate/pricing procedures and policies to assist **Platinum Title and Escrow** in compliance with applicable contractual obligations and Federal and State Consumer Financial Laws. |
| **Scope** | These policies and procedures are for all of **Platinum Title and Escrow** (hereafter referred to as “The Company”) locations including all satellite offices. These procedures are to be followed by all employees and independent contractors where applicable. |
| **Procedures** | **Pricing Procedures**  **The Company utilizes rate manuals and online calculators, as appropriate to help ensure correct fees are being charged for title insurance policy premiums, state-specific fees and endorsements.**  Employees are aware of contractual and statutory rate and pricing requirements.  Title insurance policy premiums, state specific fees and endorsements are calculated in accordance with the title insurance underwriter or regulatory or promulgated rate manual through The Company’s software and/or through the use of title insurance underwriter rate calculators. All applicable rate discounts, such as Simultaneous Issue, Subdivision, Reissue, Refinance, and Substitution rates are calculated in accordance with the requirements in the rate manual.  When rate change bulletins are received, Office Manager will communicate these rate changes to the appropriate parties and will test the accuracy of such changes and report the results to Company Management.  Throughout the year a representative sample of closed files is subject to a post-closing review by Office Manager and underwriter(s) to conclude if fees were correctly charged.  **Recording Procedures**  **Submit or ship documents for recording to the county recorder (or equivalent) or the person or entity responsible for recording within a timely manner**.  After review of county specific recording requirements, documents are hand delivered by a Title staff member for local recordings. When available and when requested and/or necessary, document recordation will be processed electronically via E-recording. When E-recordings cannot be utilized or are not available, and when The Company does not utilize an employee, documents will be mailed for recording. The Company mails documents via U.S. Post Office. When requested and/or necessary documents are sent via overnight mail.  **Timely responses to recording rejections and verify recording is filed of record.**  The Company maintains a Recording Log inside our title production software (Ramquest) to monitor all recordings. After documents are sent for recordation, The Company maintains contact with the appropriate personnel and parties to resolve any problems. The Company updates the Ramquest file status screen with information about outstanding recordings and rejected recordings, status and resolution. After documents are recorded and returned to our office recordings are logged into Ramquest as returned and put back in the transaction file. |
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| **Contact Officer** | | *Jane McDaniel/Angela Miller* | |
| **Date Approved** | | *10/01/2016* | |
| **Date of Commencement** | | *Day Month Year* | |
| **Amendment Dates** | | *List the dates the policy has been amended (Day Month Year)* | |
| **Date for Next Review** | | *Month Year* | |
| **Related References and Links** | | * *Ramquest file status screen.* * *Ramquest Premium Information screen* * *Old Republic Title* | |