

# Recording and Pricing Policy

This document establishes the corporate policy and standards for handling/processing title insurance and settlement documentation at Landstar Title Agency, Inc.

## Recording Documents

Landstar Title Agency Inc. maintains the following recording procedures to ensure compliance with federal and state consumer financial laws applicable to the settlement process:

Landstar Title Agency, Inc. will submit or ship documents for recording to the county recorder (or equivalent) or the person or entity responsible for recording within 2 business days of settlement, using electronic recording and shipment tracking when available. The Recording Manager reviews the documents prior to submission to determine if they are in recordable form.

Documents are electronically recorded using software provided by Simplifile and CSC. This enables us to track recordings, ensure documents are delivered by the county recorders, and verify that the recording has occurred. Tracking and recording verification is provided by the e-recording software and is routinely monitored. This enables us to provide the recording confirmation to our client in a timely manner.

If a recording is rejected by the county the e-recording software provides the rejection notification via e-mail. Rejected documents are immediately corrected and resubmitted, usually the same day. However, the resubmission timeframe may be determined by the customer if additional information is needed.

## Pricing and Remittance

Landstar Title Agency Inc. maintains the following procedures to ensure that the correct title insurance rates are charged and remitted:

Title Insurance Premiums are calculated at the time of application and as often as necessary if there are changes. A final calculation is performed the day of closing. A copy of the rate calculation worksheet is inserted in the file. Rates are calculated using the applicable underwriter's rate calculator. At closing, the closer is responsible for reviewing the title invoice to ensure the charges are listed accurately.

After closing the rates and charges noted on the title invoice are again reviewed and compared to the checks received at closing. If it is determined that the consumer was overcharged, a refund check is immediately issued and mailed to the consumer.

Premium remittance reports and payments are sent to the underwriter by the 15<sup>th</sup> day of the following month. This includes all transactions which closed the prior month.

Landstar Title Agency, Inc. has voluntarily adopted this policy for its sole and exclusive use. This policy and all related documents will be reviewed annually or as needed based on prevailing business conditions.

## Approved

Kenneth Warner, Esq., Vice President and Senior Counsel

### Revision History

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary

