

Title Policy Production, Reporting, and Remittance Policy

Purpose

This document establishes the corporate policy and standards for producing, delivering, and remitting title insurance policies.

Title Policies

Title insurance policies should be delivered within 30 days of settlement if terms and conditions of title insurance commitment have been satisfied.

Premium Reporting and Remittance

Premiums remittance reports and payments are remitted to the associated underwriter by the 15th day of the following month. This includes all transactions which closed the prior month.

Complaint Resolution

Landstar Title Agency, Inc. will maintain a standard complaint process that identifies the nature, scope, and specific transaction associated with the complaint as well as the resolution.

Violation of Policy

Failure to adhere to all requirements stipulated in this policy and all related documents may result in disciplinary actions, up to and including

- Immediate removal of any applicable hardware/software/access to the Landstar Title Agency, Inc. computer network or business systems
- Formally reporting the incident to Landstar Title Agency, Inc. senior management
- Termination of employment
- Any other action deemed necessary by Landstar Title Agency, Inc. senior management

Review

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