

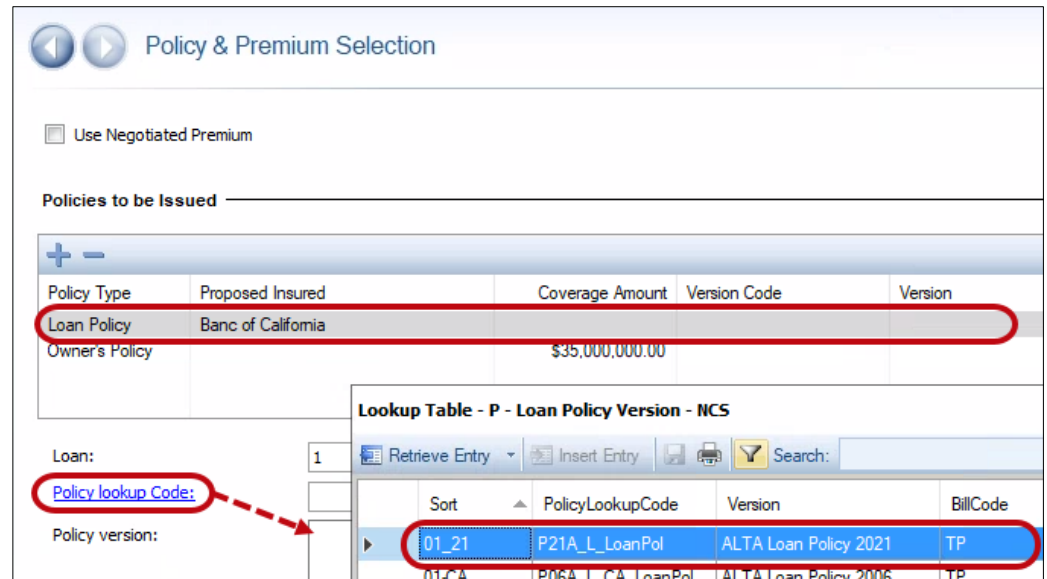
## Adding a Loan Policy Binder


Follow these steps to add an Interim Loan Policy Binder for a residential or commercial transaction. The first policy is the policy being bound and the second policy is the Interim Binder form.

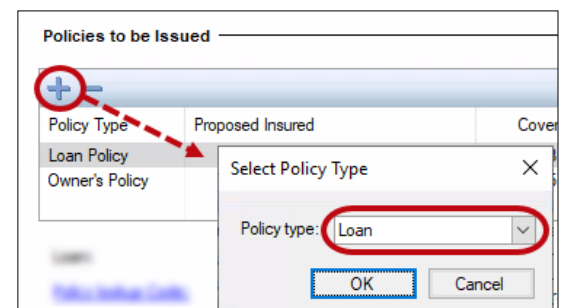
**REMEMBER:** When adding the Loan Policy Interim Binder, the fee is collected via Endorsement.

1. Navigate to the **Policy & Premium Selection** screen
2. Highlight the **Loan Policy** in the grid
3. Click the **Policy lookup code** link to select the applicable policy

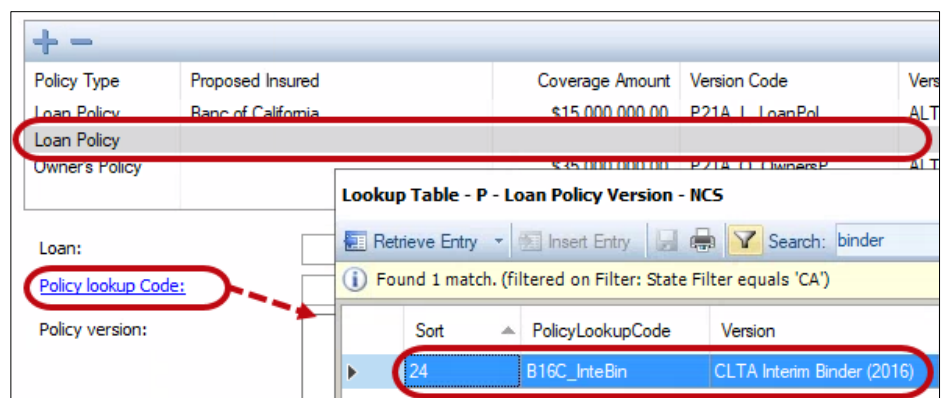
**NOTE:** This is **not** the Interim Binder. That policy is selected in later steps.



4. Click the **Add Policy**  icon
5. From the **Policy type** drop-down, select the **Loan** entry; click **OK**



6. Click the **Policy lookup Code** link to select the **Interim Binder** from the **Policy Lookup Table**



## Adding a Loan Policy Binder

7. Scroll down to the **Title Insurance Premiums** section
8. Highlight the **OP/LP** entry in the grid
9. Verify **Policy type** = **Simultaneous**
10. If needed, from the **Policy code** drop-down, select the applicable entry

**Title Insurance Premiums (2)**

Loan	Underwriter	Commitment	Policy
1	Commonwealth Land Title Insurance Company	XTR24-00954	OP: XTR24-00954 LP: XTR24-00954

**Title Insurance Premium Selection**

State: CA

Zone / Area: CA-Commercial

Underwriter: U [Commonwealth Land Title Insurance Company](#)

Policy type: **Simultaneous** ☐ Show both policy numbers on both policies

Policy code: **CACW-22-Com Std Own / Std Loan**

Description: Commercial Standard Owner's / Standard Loan

11. Highlight the 2<sup>nd</sup> Loan Policy entry in the grid
12. Select the,
  - a) **Zone/Area** = same as first LP
  - b) **Underwriter** = same as first LP
  - c) **Policy code** = applicable **Interim Binder** entry
13. Verify the **Transaction code** = **3502**

**Title Insurance Premiums (2)**

Loan	Underwriter	Commitment	Policy
1	Commonwealth Land Title Insurance Company	XTR24-00954	OP: XTR24-00954 LP: XTR24-00954
		XTR24-00954	OP: XTR24-00954

**Title Insurance Premium Selection**

State: CA

Zone / Area: **CA-Commercial**

Underwriter: U [Commonwealth Land Title Insurance Company](#)

Policy type: **Loan**

Policy code: **CACW-25-Com Binder**

Description: Commercial Binder

Underwriter case number:

Loan:

Commitment: 1

**Loan Policy**

Policy number: XTR24-00954

Coverage amount:

Seller pay %:

Final loan premium:

Prior policy adjustment:

Seller pay amount:

Transaction code: **3502**

**REMEMBER:** No charge is associated with the Loan Binder Policy Code. The binder fee is added via Endorsement in the next step.

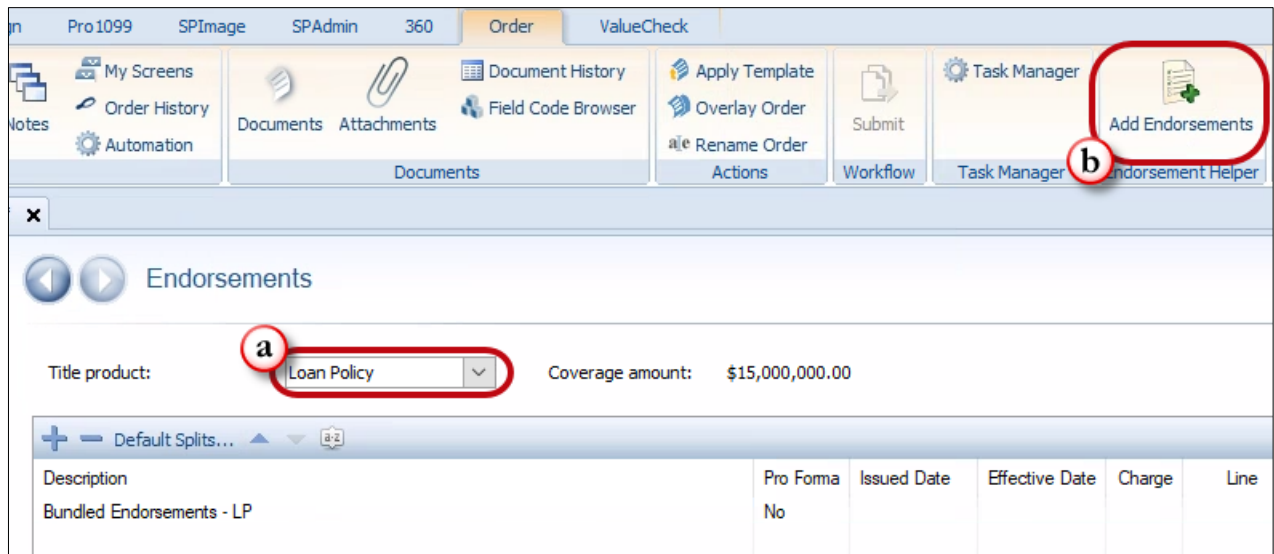
Title Insurance Premiums (2)				
+ - Default Splits				
Loan	Underwriter	Commitment	Policy	Title Insurance Premium
1	Chicago Title Insurance Company		OP: XTR2024-00001 LP: XTR2024-0...	OP: \$6,348.00 LP: \$100.00
	Chicago Title Insurance Company		LP: XTR2024-00001	LP: \$0.00

14. Navigate to the **Endorsements** screen

15. Add the Binder Fee

a) Verify the **Title product = Loan Policy**

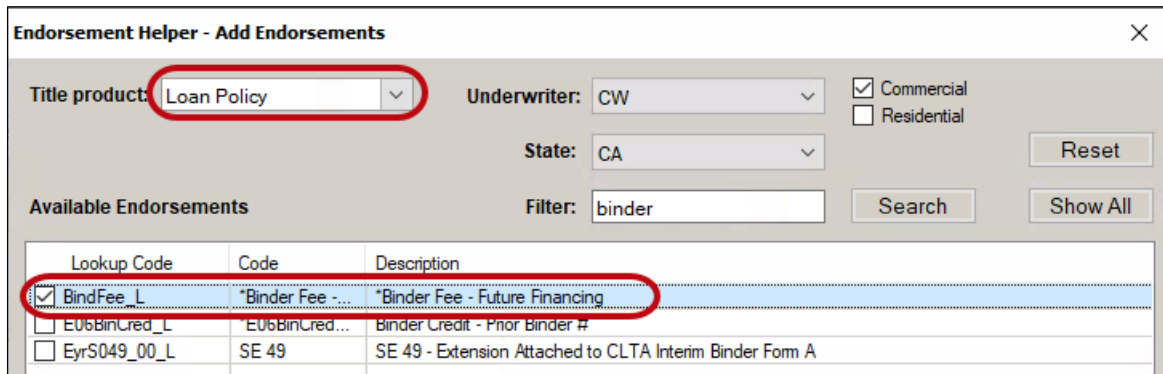
b) Click the **Endorsement Helper** button from the Order ribbon



Description	Pro Forma	Issued Date	Effective Date	Charge	Line
Bundled Endorsements - LP	No				

c) Select the **Title product = (first) Loan Policy**

d) Search for, and select the **Binder Fee-Future Financing** endorsement; click **OK**



Lookup Code	Code	Description
<input checked="" type="checkbox"/> BindFee_L	*Binder Fee - ...	*Binder Fee - Future Financing
<input type="checkbox"/> E06BinCred_L	E06BinCred...	Binder Credit - Prior Binder #
<input type="checkbox"/> EyrS049_00_L	SE 49	SE 49 - Extension Attached to CLTA Interim Binder Form A

Once the endorsement is added, the following fields are populated for you.

- > Transaction code
- > Charge
- > Line

<u>Lookup Code:</u>	<input type="text" value="BindFee_L"/>	
Code:	<input type="text" value="*Binder Fee - Future Financi"/>	<input type="checkbox"/> Pro Forma
Description:	<input type="text" value="*Binder Fee - Future Financing"/>	
Transaction code:	<input type="text" value="3576"/>	New liability amount: <input type="text"/>
Issued date:	<input type="text" value="(None)"/>	Effective date: <input type="text" value="(None)"/>
<b><u>Calculate Charge</u></b>		
Minimum charge:	<input type="text"/>	Maximum charge: <input type="text"/>
Charge based on:	<input type="text"/>	Amount: <input type="text"/>
Multiplication %:	<input type="text"/> %	<input type="checkbox"/> Calculate charge <input type="text"/> per \$1000
Adjustment: +/-	<input type="text"/>	Seller pay: <input type="text"/> %
Charge:	<input type="text" value="\$1,375.00"/>	<input type="checkbox"/> Taxable
Line:	<input type="text" value="TITL.06"/>	<a href="#">CSS</a>