

## Sharing Revenue with Title

Follow these steps to properly enter information in your Title & Escrow order for the revenue sharing entries where the property is located outside of your area. Using the Rev Share template, the amounts are automatically populated and split for you; this template can be applied when the order is opened or later when you are working up the order.

This applies to T&E orders outside for the corresponding offices in,

### Northern CA – Outside of these counties

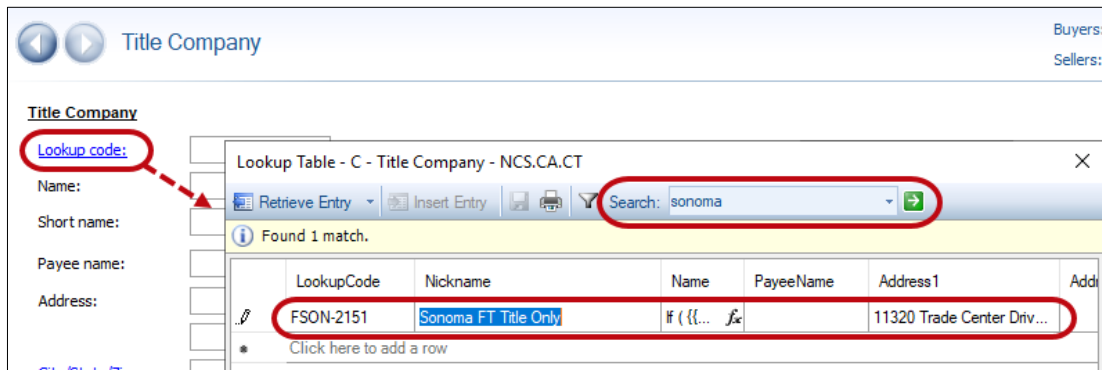
- > Alameda
- > Contra Costa
- > San Clara
- > San Francisco
- > Santa Mateo

### Southern CA – Outside of these counties

- > Imperial
- > Los Angeles
- > Orange
- > Riverside
- > San Bernardino
- > San Diego
- > Ventura

## Order Contacts Screen

1. Enter the **T2-Title Company** Contact
  - a) Double-click the **T2-Contact** placeholder
  - b) Click the **Lookup code** link
  - c) In the **Search** field, enter the **County** of the **Property** address; press **Enter** key
  - d) Double-click the applicable entry (**NickName** matches the **County**)



2. Verify the **U-Contact** is the same entity as the **T2-Contact**

Title Company	Chicago Title Company	T
Title Company	Fidelity National Title Company	T2
Underwriter	Fidelity National Title Insurance C...	U

A **Note Alerts** message continues to display each time the order is opened if they do not match.



## Sharing Revenue with Title

3. Apply the **Rev Share** template
  - a) From the **Order** ribbon, click the **Actions** drop-down, select **Apply Template**

- b) Search for and select the **CTCA RevShareAdd-DirectOp** template

**HINT:** When searching for your template, you can enter **DirectOp** in the **Order #** field to limit your search results.

- c) Click the **OK** button to confirm the template is applied

ns drop-down,

ge SPADAdmin 360 Order ValueCheck

Documents Attachments Document History Field Code Browser

Documents

Rev Share NBU Out of Fam

Entry

Actions Workflow

Apply Template Overlay Order Rename Order

Apply Templates

Orders/Templates to copy

Order/Template

Order Search

Order Information

Order #: DirectOp

Settlement date: (None)

Order reserved: (None)

Order received: (None)

Search Results

Order Number

CTCA RevShareAdd-DirectOp

## Additional Title Charges & Revenue Sharing Screen

The total amount of all premiums and endorsements populates the **Total Premium** field at the top of the screen in the **Revenue/Commissions** section.

Additional Title Charges & Revenue Sharing

Rate Summary Responses

Revenue/Commissions

NCS Premium 1:	<input type="text"/>	Closing Date:	<input type="text" value="(None)"/>
NCS Premium 2:	<input type="text"/>	Closing Date 2:	<input type="text" value="(None)"/>
Total Premium:	<input type="text" value="\$10,000.00"/>	CRRAR Revenue:	<input type="text"/>

The system calculates the splits based on the standard splits for your operation for the,

- » **Revenue Sharing Income Net (Issue Office Share)** – amount to the Outside In Family Title receives
- » **Revenue Sharing Expense (In Family)** – amount your office receives

Description	Charge	Issued Date	Effective Date	Line
Exchange Escrow Processing - Buyer				
Exchange Escrow Processing - Seller				TITL.04
Concurrent Loan Services Fee	\$340.00			TITL.05
Concurrent Loan Services Fee (2nd)				
Recording Service fee				REC.04
FedEx Fee				
Affordable Housing Recording Fee (CA)				REC.05
Revenue Sharing Income Net (Gr Prem)	\$10,000.00			
Revenue Sharing Income Net (Issue Office Share)	(\$3,000.00)			
Revenue Sharing Expense (In Family)	(\$7,000.00)			

**NOTE:** If the Revenue Sharing entries require an adjustment,

1. Highlight the **Revenue Sharing Income Net (Issue Office Share)** placeholder in the grid
2. Enter the applicable amount as a **negative** number in the **Charge** field
3. Repeat **step 2** for the **Revenue Sharing Expense (In Family)** entry

Revenue Sharing Income Net (Gr Prem)	\$10,000.00
Revenue Sharing Income Net (Issue Office Share)	(\$3,000.00)
Revenue Sharing Expense (In Family)	(\$7,000.00)

Policy:  Coverage amount:

Description:

Transaction code:

Issued date:  Effective date:

**Calculate Charge**

Minimum charge:  Maximum charge:

Charge based on:  Amount:

Multiplication %:  % ☐ Calculate charge  per \$1000

Adjustment: +/-  Seller pay:  %

Charge:  Line:

### Statement Charges Screen

1. In the **Title / Settlement Charge** section, locate the **Policy Premium** entries
2. Verify the **To-code** displays the **T2-Contact**; if not, select **T2** from the drop-down
3. In the **Recording Charges** section, verify the **To-code** displays the correct **T-** or **T2-** Contact for whoever is collecting the recording fees (**T-** is the default entry)

Statement Charges

Title / Settlement Charges

Description	Re	To	Name
01 Loan Policy Premium		T2	Fidelity National Titl...
02 Owner's Policy Premium		T2	Fidelity National Titl...
03 Endorsement Package Owner's P...	enddesc	A	Chicago Title Comp...
04 Endorsement Package Loan Policy	enddesc	T2	Fidelity National Titl...
05 Concurrent Loan Services Fee		A	Chicago Title Comp...

<Click here to add a row>

Recording Charges

Description	Re	To	Name
01 Sonoma County Transfer Tax	DNS:County TT-No Assump...	T	Chicago Title Comp...
02 City 1 Transfer Tax			
03 City 2 Transfer Tax			



Section Editor

Section Code	Description	Default Payee	Default Charge Type	Default C/D
CON	Total Consideration		Basic	<input type="checkbox"/>
DEP	Deposits		Basic	<input type="checkbox"/>
TCON	New and Existing Encumbrances	L	Basic	<input type="checkbox"/>
LOAN	New Loan Charges	L	Basic	<input type="checkbox"/>
LN2	Loan Charges - 2	L2	Basic	<input type="checkbox"/>
LN3	Loan Charges - 3		Basic	<input type="checkbox"/>
TITL	Title / Settlement Charges		Basic	<input type="checkbox"/>
REC	Recording Charges		Recording/Transfer Tax	<input type="checkbox"/>

**HINT:** If you need to change multiple entries to the **T2-Contact**, you can click the **Recording Charges** label and set the **Default Payee** to the **T2-Contact**. All entries in that section are automatically sent to **T2**.

### Order Transactions Screen

1. Verify the amounts (without having to go to the Register)
2. Click the **Group** links to view the split amounts for the **T-** Contact and **T2-**Contact



**Order Transactions**

Buyers: Bob Buyer Inc.  
 Sellers: Sells A lot Corp

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Receipts:

Code	Name	Amount	Details
▶ L	<a href="#">First Ever Savings and Loan</a>	\$500,000.00	<a href="#">Loan Funding...</a>
BA	<a href="#">Bob Buyer Inc.</a>	\$9,510,338.00	<a href="#">From Buyer</a>
O3		\$2.00	<a href="#">DEP.03</a>

**Σ Total: \$10,010,340.00**

Disbursements:

Code	Name	Amount	Held	Details
Q		\$9,989,000.00	<input type="checkbox"/>	<a href="#">MISC.10</a>
▶ T	<a href="#">Chicago Title Company</a>	\$18,000.00	<input type="checkbox"/>	<a href="#">Group...</a>
A	<a href="#">Chicago Title Company</a>	\$340.00	<input type="checkbox"/>	<a href="#">TITL.05</a>
T2	<a href="#">Fidelity National Title Company</a>	\$3,000.00	<input type="checkbox"/>	<a href="#">Group...</a>

**Disbursement Details for T2**

Available to Group:

Code	Amount	Details

Grouped:

Code	Amount	Details
T2	\$500.00	TITL.04
T2	\$500.00	TITL.01
T2	\$9,000.00	TITL.02

Less Reductions:

Code	Name	Amount	Details
▶ T2	<a href="#">Fidelity National Title Company</a>	\$7,000.00	<a href="#">REV.01</a>

OK Cancel