

Renumbering vs. Deleting to Retain Numbering

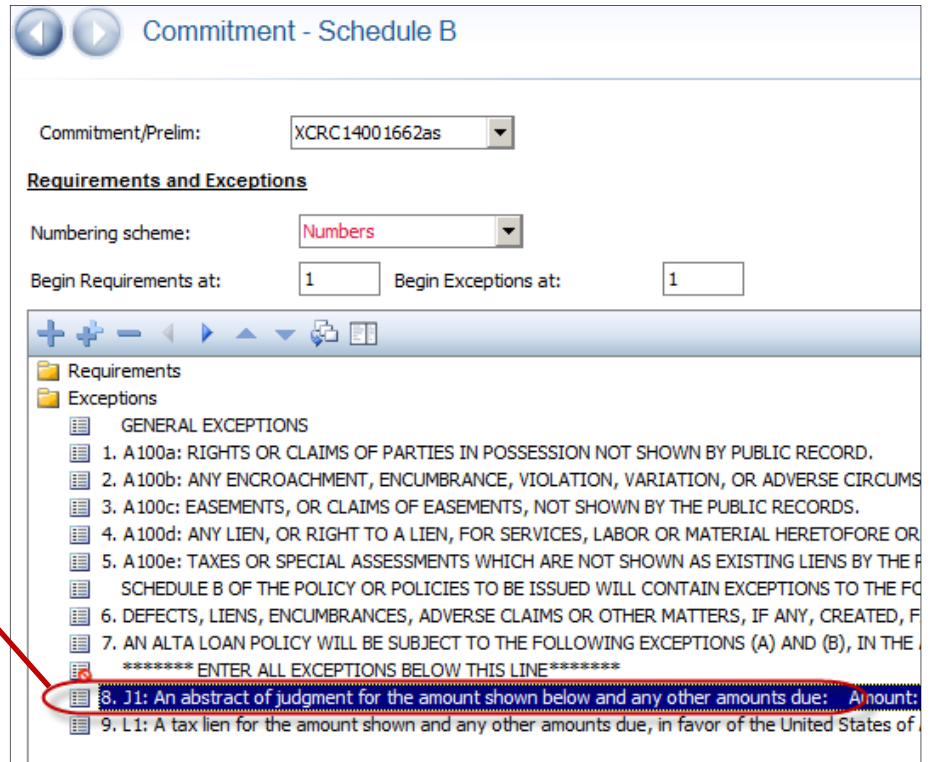
When deleting exception(s) or requirement(s), you can renumber the remaining items (Method 1) or retain the existing numbering scheme (Method 2). Follow these steps to delete an item.

1. Navigate to the **Prelim** or **Commitment – Schedule B** screen

Do Not make changes to the **POLICY – SCHEDULE B** screen.

Before

In our example, we are deleting requirement #8. J1.



Commitment/Prelim: XCRC14001662as

Requirements and Exceptions

Numbering scheme: Numbers

Begin Requirements at: 1 Begin Exceptions at: 1

Requirements

Exceptions

GENERAL EXCEPTIONS

1. A 100a: RIGHTS OR CLAIMS OF PARTIES IN POSSESSION NOT SHOWN BY PUBLIC RECORD.

2. A 100b: ANY ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OR ADVERSE CIRCUMS

3. A 100c: EASEMENTS, OR CLAIMS OF EASEMENTS, NOT SHOWN BY THE PUBLIC RECORDS.

4. A 100d: ANY LIEN, OR RIGHT TO A LIEN, FOR SERVICES, LABOR OR MATERIAL HERETOFORE OR

5. A 100e: TAXES OR SPECIAL ASSESSMENTS WHICH ARE NOT SHOWN AS EXISTING LIENS BY THE F

SCHEDULE B OF THE POLICY OR POLICIES TO BE ISSUED WILL CONTAIN EXCEPTIONS TO THE FC

6. DEFECTS, LIENS, ENCUMBRANCES, ADVERSE CLAIMS OR OTHER MATTERS, IF ANY, CREATED, F

7. AN ALTA LOAN POLICY WILL BE SUBJECT TO THE FOLLOWING EXCEPTIONS (A) AND (B), IN THE

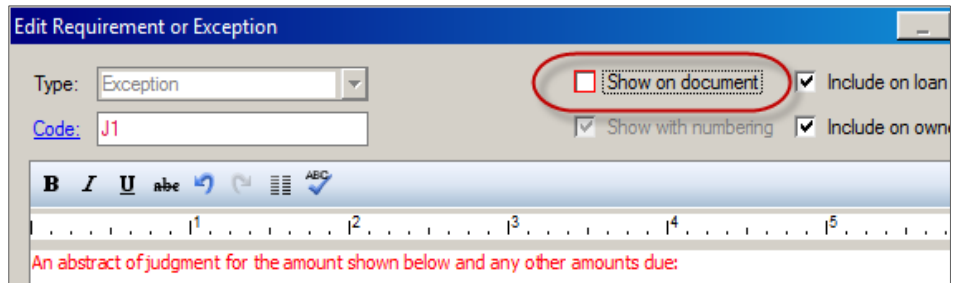
***** ENTER ALL EXCEPTIONS BELOW THIS LINE*****

8. J1: An abstract of judgment for the amount shown below and any other amounts due: Amount:

9. L1: A tax lien for the amount shown and any other amounts due, in favor of the United States of

Method 1 – Renumbering

2. Double-click the item to be deleted
3. Uncheck the **Show on document** check box; click OK



Edit Requirement or Exception

Type: Exception

Code: J1

☐ Show on document ☒ Include on loan


☒ Show with numbering ☒ Include on own

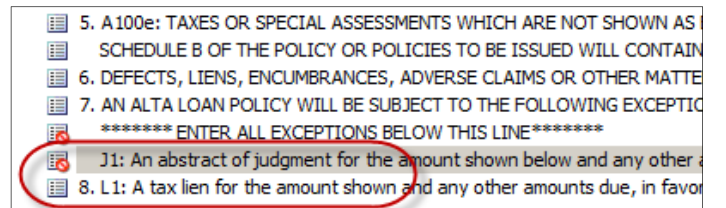
B I U nbe ABC

1 2 3 4 5

An abstract of judgment for the amount shown below and any other amounts due:

After

A red circle and line icon  appears at what was requirement #8. L1 which was #9, is now renumbered to #8.



5. A 100e: TAXES OR SPECIAL ASSESSMENTS WHICH ARE NOT SHOWN AS

SCHEDULE B OF THE POLICY OR POLICIES TO BE ISSUED WILL CONTAIN

6. DEFECTS, LIENS, ENCUMBRANCES, ADVERSE CLAIMS OR OTHER MATTE

7. AN ALTA LOAN POLICY WILL BE SUBJECT TO THE FOLLOWING EXCEPTI

***** ENTER ALL EXCEPTIONS BELOW THIS LINE*****

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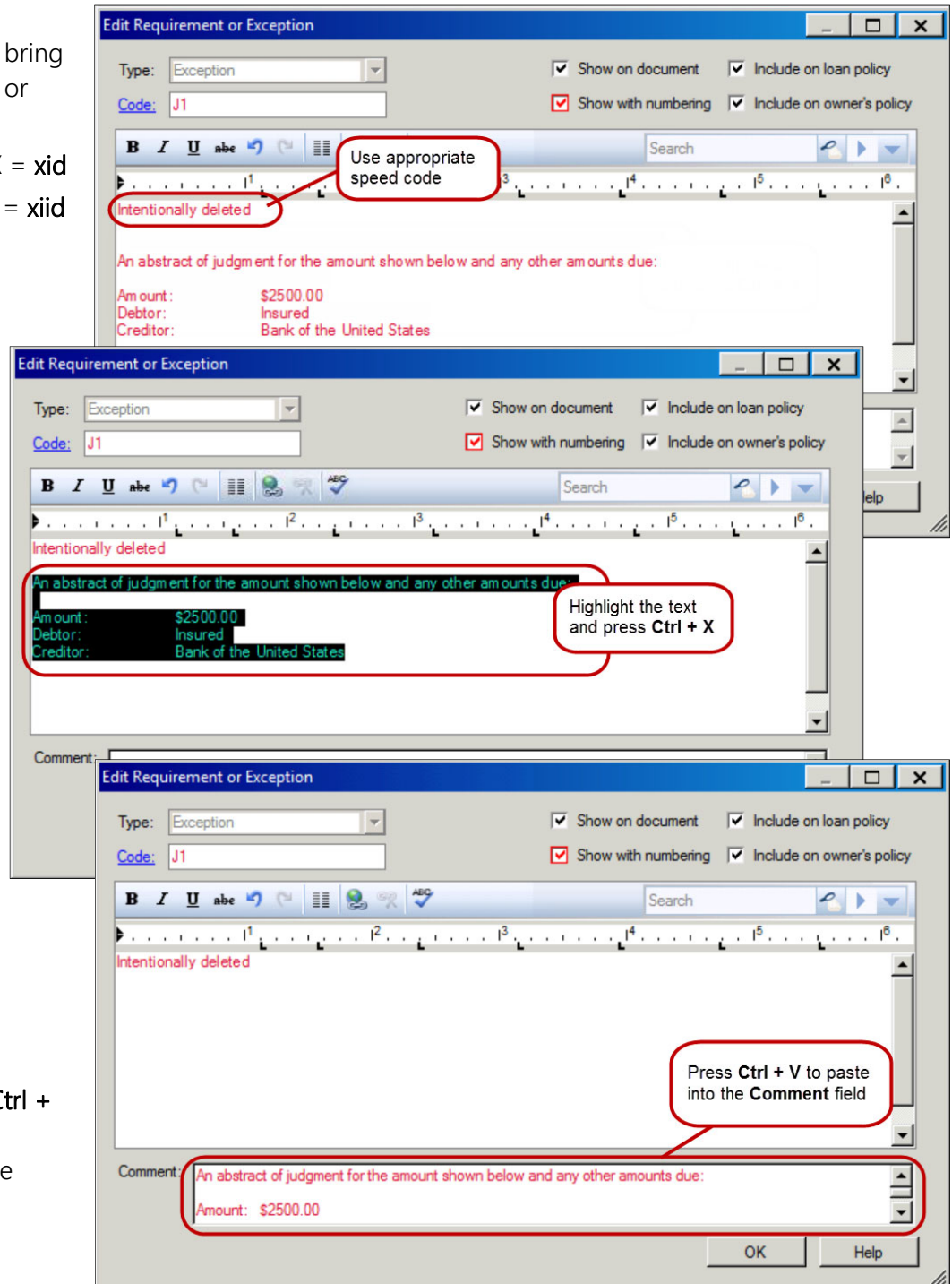
Method 2 – Retain Numbering

2. Double-click the item to be deleted
3. In the text field, use your Operation's speed code to bring in the *Intentionally Deleted* or *Omitted* text
 - > CA, FL, HI, IN, MI, OR, TX = xid
 - > GA, ID, MS, MT, OK, WA = xiid
 - > IL, IN, WI = xio

If necessary, you can hide the exception text

4. Highlight the exception text
5. Press the **Ctrl + X** keyboard shortcut; this cuts and copies the text to the clipboard

6. Place your cursor in the **Comment** field, press the **Ctrl + V** keyboard shortcut; the omitted text is pasted in the **Comment** field



The screenshots illustrate the process of deleting an item while retaining its numbering in the 'Edit Requirement or Exception' dialog box.

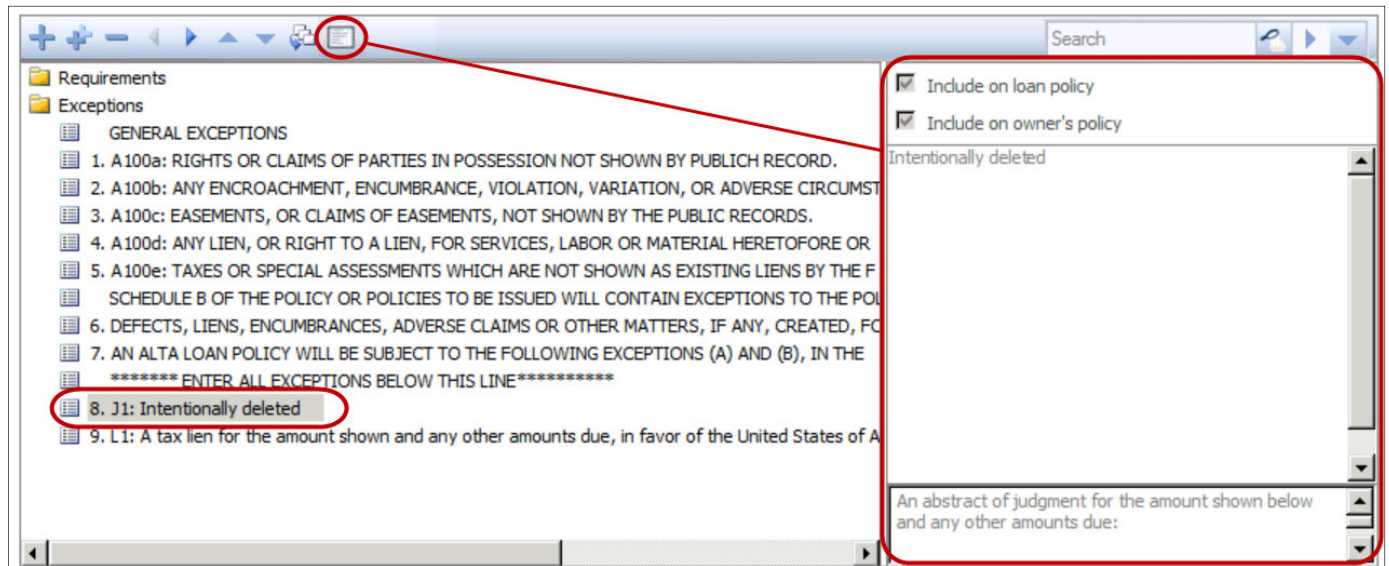
Screenshot 1: The dialog box shows 'Type: Exception' and 'Code: J1'. The text field contains 'Intentionally deleted'. A red circle highlights the text, and a callout says 'Use appropriate speed code'.

Screenshot 2: The text field contains 'Intentionally deleted'. A red circle highlights the text, and a callout says 'Highlight the text and press Ctrl + X'.

Screenshot 3: The text field contains 'Intentionally deleted'. A red circle highlights the text, and a callout says 'Press Ctrl + V to paste into the Comment field'.

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Text in the **Comment** field is not shown on documents but can be seen when using the **Preview** feature when viewing exceptions/requirements without having to open the entry.



After

The numbering stays the same, and it appears on the Prelim or Commitment document with the numbering scheme intact.

CHICAGO TITLE INSURANCE COMPANY	
SCHEDULE (continue)	
8.	intentionally omitted
9.	A tax lien for the amount shown and any other amounts by the District Director of Internal Revenue.