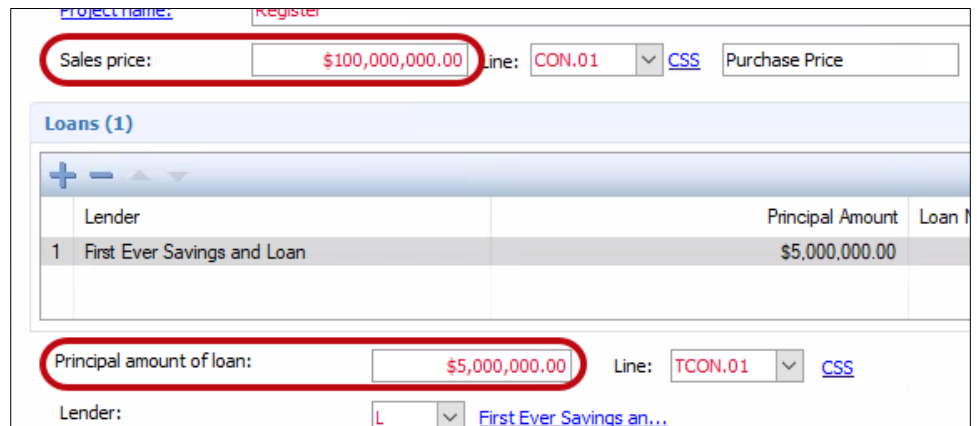


The following provides steps when it is necessary to disclose premium calculations on the statement or to use SoftPro to calculate premiums based on negotiated amounts per \$1,000 or flat amounts.

The following data **must** be present in your order before you can proceed.

1. Order Entry screen

- › Sales price
- › Principal amount of loan



The screenshot shows the Order Entry screen with the following fields highlighted in red:

- Sales price:** \$100,000,000.00
- Principal amount of loan:** \$5,000,000.00

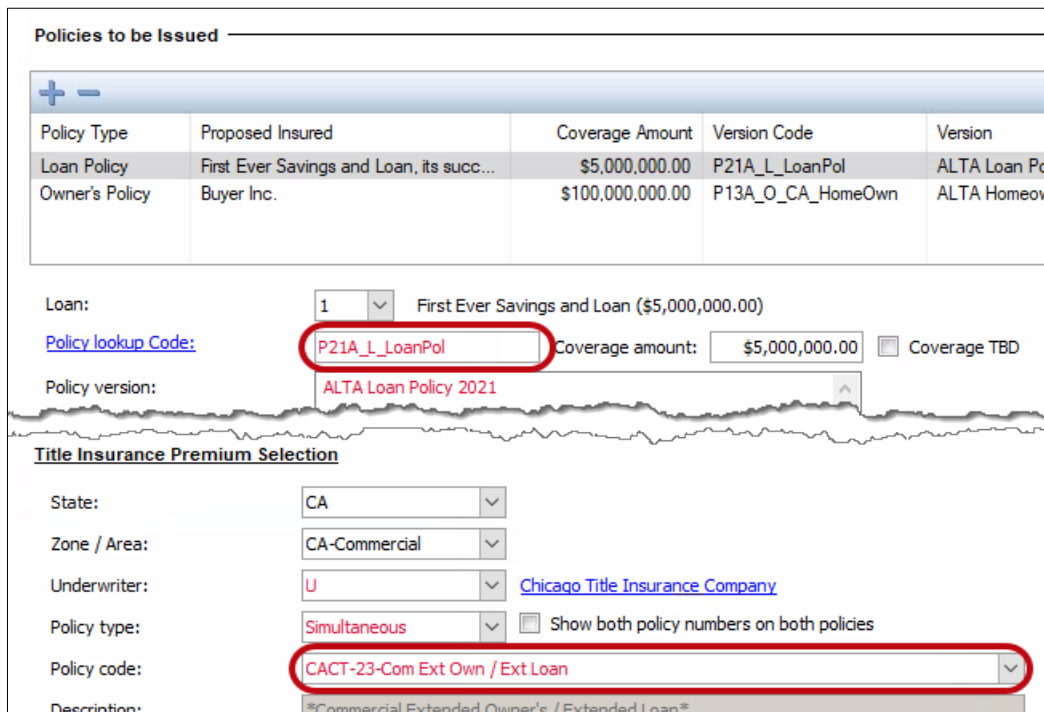
Other visible fields include:

- Line:** CON.01
- Purchase Price:** (empty)
- Loans (1):**

Lender	Principal Amount	Loan
1 First Ever Savings and Loan	\$5,000,000.00	
- Lender:** L
- First Ever Savings and Loan** (link)

2. Policy & Premium Selection screen

- › Policies to be Issued > Policy lookup Code for each policy in the grid
- › Title Insurance Premium Selection > Policy code



The screenshot shows the Policy & Premium Selection screen with the following fields highlighted in red:

- Policy lookup Code:** P21A_L_LoanPol
- Policy version:** ALTA Loan Policy 2021
- Title Insurance Premium Selection:**
 - State:** CA
 - Zone / Area:** CA-Commercial
 - Underwriter:** U
 - Policy type:** Simultaneous
 - Policy code:** CACT-23-Com Ext Own / Ext Loan

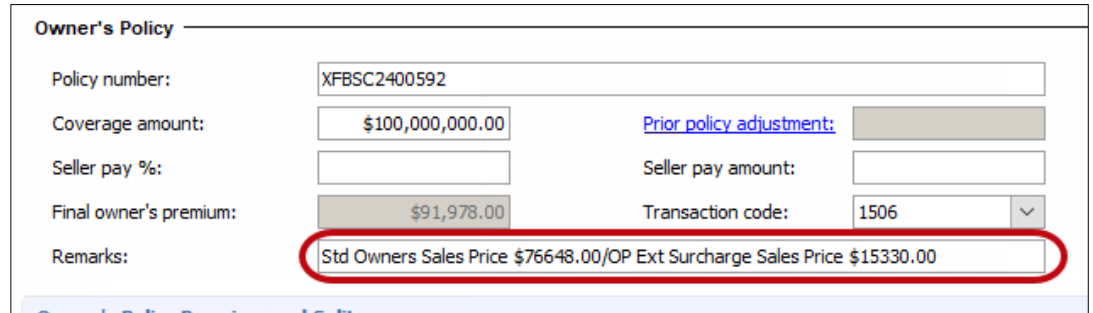
Other visible fields include:

- Loan:** 1 First Ever Savings and Loan (\$5,000,000.00)
- Coverage amount:** \$5,000,000.00
- Coverage TBD:** (checkbox)
- Chicago Title Insurance Company** (link)
- Show both policy numbers on both policies** (checkbox)
- Description:** *Commercial Extended Owner's / Extended Loan*

Disclosing Premium Calculations

If anything other than the Standard Policy is selected, the **Remarks** field displays the,

- > Standard Sales Price
- > Additional Premium Charges



Owner's Policy

Policy number: XFBSC2400592

Coverage amount: \$100,000,000.00 [Prior policy adjustment:](#)

Seller pay %:

Seller pay amount:

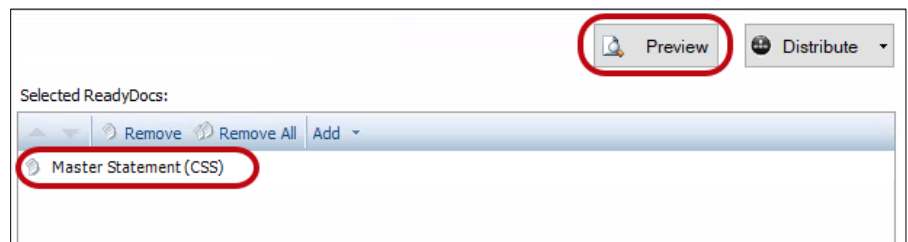
Final owner's premium: \$91,978.00 Transaction code: 1506

Remarks: Std Owners Sales Price \$76648.00/OP Ext Surcharge Sales Price \$15330.00

This field can be edited to disclose additional information as needed and prints the information on the Statement.

Printing the Statement with Remarks

1. Click the **Documents** button
2. Locate and select the **Statement**
3. Click the **Preview** button



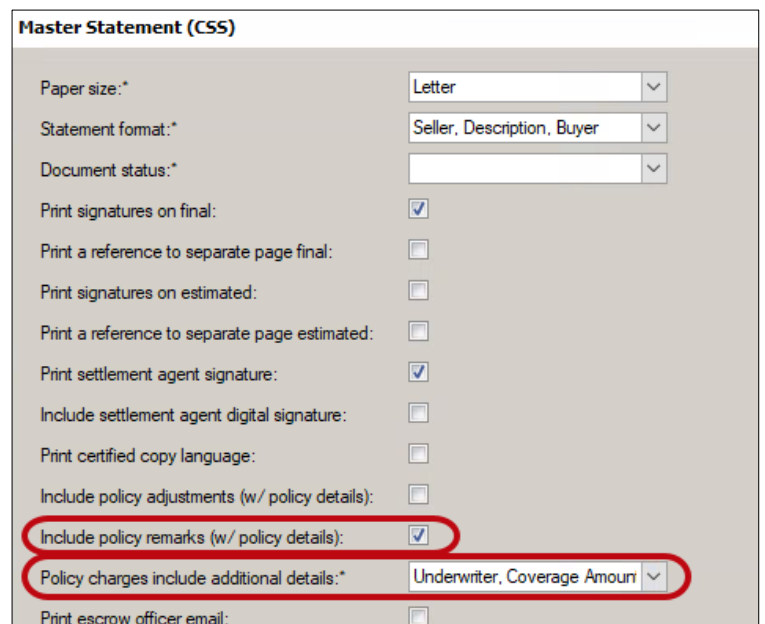
Selected ReadyDocs:

Remove Remove All Add

Master Statement (CSS)

Preview Distribute

4. When selecting the print parameters,
 - » Check the **Include policy remarks (w/policy details)** check box
 - Or-
 - » Select from the **Policy charges include additional details*** drop-down to include



Master Statement (CSS)

Paper size:* Letter

Statement format:* Seller, Description, Buyer

Document status:*

Print signatures on final: ☒

Print a reference to separate page final: ☐

Print signatures on estimated: ☐

Print a reference to separate page estimated: ☐

Print settlement agent signature: ☒

Include settlement agent digital signature: ☐

Print certified copy language: ☐

Include policy adjustments (w/ policy details): ☐

Include policy remarks (w/ policy details): ☒

Policy charges include additional details:* Underwriter, Coverage Amount

Print escrow officer email: ☐

The **Remarks** field entry is shown on the Statement and can be used to hotspot back to the originating field for editing if needed.

Owner's Policy

Policy number:

Coverage amount: [Prior policy adjustment:](#)

Seller pay %: Seller pay amount:

Final owner's premium: Transaction code:

Remarks:

ALTA Loan Policy 2021	
Owner's Policy Premium to Chicago Title Company	91,978.00
Coverage: \$100,000,000.00	
Version: ALTA Homeowner's Policy of Title Insurance 2013	
Std Owners Sales Price \$76648.00/OP Ext Surcharge Sales Price \$15330.00	
Recording Charges	
County Transfer Taxes to Chicago Title Company	110,000.00
Los Angeles City Transfer Taxes to Chicago Title Company	5,950,000.00
Prorations / Adjustments	

SoftPro Calculated Premiums

Owners Premium

When calculating premiums, you can choose to use the filed/calculated rates or charge a price per \$1,000.

If calculating the price per \$1,000,

1. Navigate to the **Policy & Premium Selection** screen
2. Click the **CA Owners Premium** more/less bar
3. Complete the following fields

- › If the coverage is higher than the loan amount, enter the,
 - i. **OP Sales Price Charge/1k**
 - ii. **OP Increased Coverage Charge/1k**

CA Owners Premium

OP Sales Price Charge/1k: Std OP Sales Price Premium:

OP Increased Coverage Charge/1k: OP Increased Coverage Premium:

OP Ext OP Surcharge/1k: Ext OP Surcharge (Sales Price):

- › If the coverage is equal to the sales price, enter only the **OP Sales Price Charge/1k**

The **Std OP Sales Price Premium** and **OP Increased Coverage Premium** fields are populated for you.

If using the filed rate, the **Std OP Sales Price Premium** and the **OP Increased Coverage Premium** are calculated for use on the Statement (or wherever the data is to be added).

CA Owners Premium	
OP Sales Price Charge/1k:	Std OP Sales Price Premium: \$76,648.00
OP Increased Coverage Charge/1k:	OP Increased Coverage Premium:
OP Ext OP Surcharge/1k:	Ext OP Surcharge (Sales Price): \$15,330.00

OP Extended Surcharge Premium

If the extended surcharge premium is,

- › calculated at a price per thousand, enter the amount in the **OP Ext OP Surcharge/\$1k** field

CA Owners Premium	
OP Sales Price Charge/1k:	Std OP Sales Price Premium: \$76,648.00
OP Increased Coverage Charge/1k:	OP Increased Coverage Premium:
OP Ext OP Surcharge/1k: \$0.75	Ext OP Surcharge (Sales Price): \$75,000.00

-Or-

NOTE: The Extended Owners policy code must be selected from the **Policy code** drop-down for this calculation.

- › a flat surcharge amount, enter the amount in the **Ext OP Surcharge (Sales Price)** field

Loan Premium

The loan premium can be calculated by using the calculated premium per \$1,000 on the first loan or manually entering the negotiated premium in the Premium field. Either method overwrites the **Final Loan Premium**.

1. Navigate to the **Policy & Premium Selection** screen
2. Click the **CA Loan Premium** more/less bar
3. Complete the following fields if the coverage is higher than the loan amount,
 - i. **LP Loan Amt Charge/1k**
 - ii. **LP Increased Coverage Charge/1k**

CA Owners Premium	
CA Loan Premium	
LP Loan Amt Charge/1k: \$0.75	LP Loan Amount Premium: \$3,750.00
LP Increased Coverage Charge/1k: \$0.50	LP Increased Coverage Premium:

Premiums can be overwritten and a note entered on the **Rate Services** screen.