

# SOFTPRO SELECT

July 2022  
RELEASE NOTES



Testing Release Date: July 7, 2022  
Production Release Date: July 11, 2022

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ALL STATES/SITES

DOCUMENTS

Escrow

*Payoff Authorization (esign)*

<b>New/Mod</b> Change	<b>Requested By</b> Ticor Title	<b>Incident No.</b>	<b>TFS No.</b> 717086
--------------------------	------------------------------------	---------------------	--------------------------

Added contact information to the top right of the form.



**CHICAGO TITLE**

1000 Settlement Way, Suite 100  
Settlement City, NV 99999  
Phone: (800)555-1234 / Fax: (111)111-1111

**PAYOFF AUTHORIZATION**

**Borrower:** [Brian T. Buyer and Brenda T. Buyer](#)

**Property:** [100 Property Street, Unit 100A, Las Vegas, NV 89101](#)

The undersigned borrower authorizes [Chicago Title Insurance Company \(NVSTEP FNTG\)](#) to order payoff statements on behalf of the borrower to facilitate the proper closing of the borrower's current real estate transaction.

**Affected item(s):**

Payoff Authorization (esign)

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*Privacy Statement updates*

<b>New/Mod</b> Change	<b>Requested By</b> Elizabeth Reilly	<b>Incident No.</b>	<b>TFS No.</b> 717948
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Updated the effective date and phone numbers to match the August 1, 2021 version.

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Title

*2021 ALTA Commitments, Policies, Endorsements*

<b>New/Mod Change</b>	<b>Requested By</b> FNTG Form Filing	<b>Incident No.</b>	<b>TFS No.</b> 716428
-----------------------	---	---------------------	--------------------------

The following new 2021 ALTA title products are being made available (if applicable\*) for issuance in SoftPro Select for states where the forms have been filed:

(For states that file with modifications, these will be available 'w-[ST] Mod'.)

- ALTA Commitment 2021
- ALTA Short Form Commitment 2021\*
- ALTA Owner's Policy 2021
- ALTA Homeowner's Policy of Title Insurance 2021
- ALTA Loan Policy 2021
- ALTA Expanded Coverage Residential Loan Policy-Assessments Priority 2021\*
- ALTA Expanded Coverage Residential Loan Policy-Current Assessments 2021\*
- ALTA Short Form Expanded Coverage Residential Loan Policy-Assessments Priority 2021\*
- ALTA Short Form Expanded Coverage Residential Loan Policy-Current Assessments 2021\*
- ALTA Short Form Residential Loan Policy-Assessments Priority 2021\*
- ALTA Short Form Residential Loan Policy-Current Assessments 2021\*
- Multiple corresponding 2021 ALTA revised Endorsements
- New ALTA 34.1 - Identified Exception & Identified Risk Coverage Endorsement
- New ALTA 47 series - Operative Law Endorsements\*

\*Note: Several ALTA Expanded and Short Form products are being made available only as approved by individual states' underwriting counsel.

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REPORTS

Branch Fees by {Selection}			
<b>New/Mod Change</b>	<b>Requested By</b> FT CO Ops	<b>Incident No.</b>	<b>TFS No.</b> 711503
Adding an option to limit the results based on the memo line			
<b>Affected item(s):</b> Branch Fees by {Selection}			
<a href="#">Back to Table of Contents</a>			

Dormant Ledgers			
<b>New/Mod Change</b>	<b>Requested By</b> FNF Support	<b>Incident No.</b>	<b>TFS No.</b> 718430
Adding new parameter to limit results based on the project name			
<b>Affected item(s):</b> Dormant Ledgers			
<a href="#">Back to Table of Contents</a>			

Escrow Trial Balance			
<b>New/Mod Change</b>	<b>Requested By</b> FNF Support	<b>Incident No.</b>	<b>TFS No.</b> 718423
Adding new parameter to limit results based on the project name			
<b>Affected item(s):</b> Escrow Trial Balance			
<a href="#">Back to Table of Contents</a>			

Escrow Trial Balance (with IBA Balances)			
<b>New/Mod Change</b>	<b>Requested By</b> NW IT	<b>Incident No.</b>	<b>TFS No.</b> 712718
Adding Project to the Group By Drop down.			
<b>Affected item(s):</b> Escrow Trial Balance (with IBA Balances)			
<a href="#">Back to Table of Contents</a>			

Historical Starter Data			
<b>New/Mod New</b>	<b>Requested By</b> FNF Config	<b>Incident No.</b>	<b>TFS No.</b> 711769
New report to show all orders that have a settlement date in the date range that has one or more Policy and/or Commitment with an effective date entered.			
<b>Affected item(s):</b> Historical Starter Data			
<a href="#">Back to Table of Contents</a>			

Lookup Table Search			
<b>New/Mod Change</b>	<b>Requested By</b> FT CO Ops	<b>Incident No.</b>	<b>TFS No.</b> 719298
Adding new columns on the Excel export to display the license number and NMLS number of the contacts.			
<b>Affected item(s):</b> Lookup Table Search			
<a href="#">Back to Table of Contents</a>			

Outstanding Checks			
New/Mod Change	Requested By	Incident No.	TFS No.
	CA Escrow Admin		713038
Updating the lienable items to include checks payable to Home Warranty			
<b>Affected item(s):</b> Outstanding Checks			
<a href="#">Back to Table of Contents</a>			

SPAdmin User/Group Permissions			
New/Mod Change	Requested By	Incident No.	TFS No.
	FNF Reports Team		711511
Adding two new columns, (a) for new permission type "Move" and (b) new column for "Deny" to show when a permission has been denied.			
<b>Affected item(s):</b> SPAdmin User/Group Permissions			
<a href="#">Back to Table of Contents</a>			

Template Applied			
New/Mod Change	Requested By	Incident No.	TFS No.
	FNF Digital Solutions		711506
<ol style="list-style-type: none"> <li>1. Adding new checkbox parameter to limit the results to look for templates where the template and the order have the same owning profile.</li> <li>2. Adding new checkbox parameter to exclude closed orders</li> </ol>			
<b>Affected item(s):</b> Template Applied			
<a href="#">Back to Table of Contents</a>			

Template Log			
New/Mod Change	Requested By	Incident No.	TFS No.
	FNF Config		708828
Adding an option to show templates not used within a certain number of days			
<b>Affected item(s):</b> Template Log			
<a href="#">Back to Table of Contents</a>			

Top Customer List			
New/Mod Change	Requested By	Incident No.	TFS No.
	FNF Config Team		716521
<ol style="list-style-type: none"> <li>1. Adding amounts from Work Share Fee to the Revenue amount</li> <li>2. Updating top custom label from: Show only X rows (0 for no limit) to Show only X Top Customers (0 for no limit)</li> </ol>			
<b>Affected item(s):</b> Top Customer List			
<a href="#">Back to Table of Contents</a>			

ARIZONA

MY SCREENS

Order Entry - EPU Screen

<b>New/Mod</b> Mod	<b>Requested By</b> Karen Benelli	<b>Incident No.</b>	<b>TFS No.</b>
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The **Order Entry - EPU** screen has been modified to include the following.

- > New fields
  - » **Seller financing / Line**
  - » **Contract date**
  - » **Contract expires**
- > New section
  - » **Notes**

This change is visible when the **My Screens > Arizona | EPU Screens** is selected:

The screenshot shows the 'Order Entry - EPU' interface. At the top right, it displays 'County: None', 'Order Status: InProcess', and 'Transaction Type: Refinance'. The 'Escrow and Title Office' section includes fields for 'Escrow office:', 'Escrow officer/Closer:', and 'Pre-closer/Escrow assistant:'. The 'COE and Sales Price' section contains 'Settlement date/time:' (with a '(None)' dropdown and an 'Estimated date/time' checkbox), 'Sales price:', 'Seller financing:' (with a text input and a 'Line:' dropdown), 'Contract date:' (with a '(None)' dropdown), and 'Contract expires:' (with a '(None)' dropdown). A red box highlights these four fields. Below this is the 'Loans (1)' section with 'Principal amount of loan:' and 'Lender:' fields. At the bottom, the 'Notes (0)' section is highlighted with a red box, showing a table with columns for 'Created', 'Last Modified', and 'Note', along with icons for adding and deleting notes.

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*Escrow Instructions Screen*

<b>New/Mod</b> Mod	<b>Requested By</b> Karen Benelli	<b>Incident No.</b>	<b>TFS No.</b>
-----------------------	--------------------------------------	---------------------	----------------

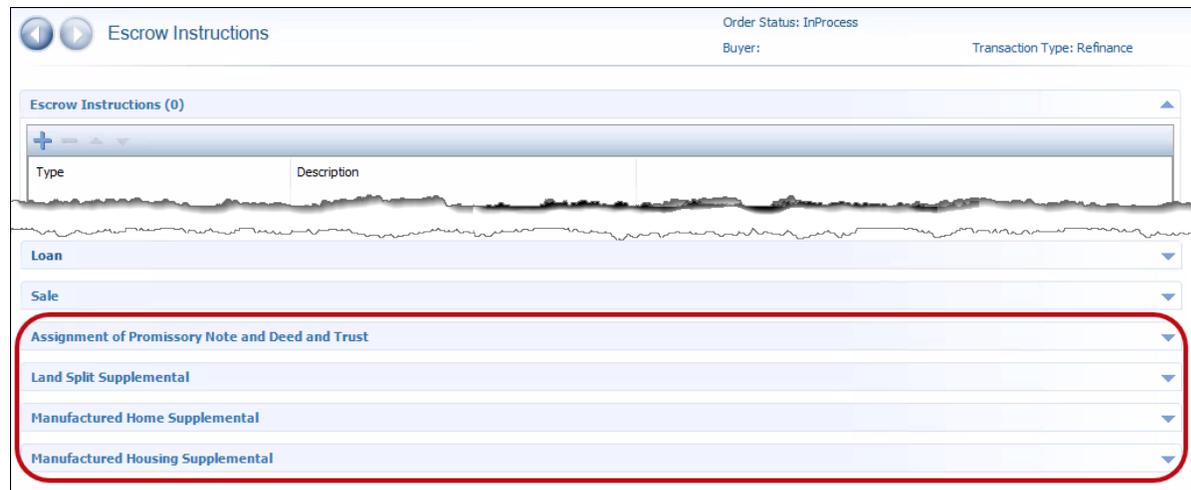
The **Escrow Instructions** screen has been modified to include,

- > **Assignment of Promissory Note and Deed and Trust** section
- > **Land Split Supplemental** section
- > **Manufactured Home Supplemental** section
- > **Manufactured Housing Supplemental** section

The corresponding fields are visible when the more/less bar is expanded.

These sections are available when one of the following **My Screens** is selected:

- > **AZ All Screens**
- > **AZ Commercial**
- > **AZ Commercial CSS**
- > **AZ Escrow**



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REPORTS

Revenue Bill Codes			
New/Mod Change	Requested By	Incident No.	TFS No.
	FNF Implementation Team		719540
Adding DOC2 bill code to show in the escrow revenue category.			

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Update revenue billcodes for AZ			
New/Mod Change	Requested By	Incident No.	TFS No.
	FNF Implementation Team		718663
Updating AZ bill codes to include EAW and EXC in the Escrow Revenue column when revenue is broken down by category			

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CALIFORNIA

DOCUMENTS

Escrow

*Info Sheets (2)*

<b>New/Mod</b> Change	<b>Requested By</b> Santa Barbara County	<b>Incident No.</b>	<b>TFS No.</b> 716968
For Santa Barbara County operations, the buyer(s) will now prompt rather than pull from the file.			
<b>Affected item(s):</b> Info Sheet Info Sheet (Letter)			

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*MH Application for Duplicate Cert of Title (HCD 480.4)*

<b>New/Mod</b> Change	<b>Requested By</b> FNT Contra Costa	<b>Incident No.</b>	<b>TFS No.</b> 719550
Added custom fields to account for the width and length in inches.			
<b>Affected item(s):</b> MH Application for Duplicate Cert of Title (HCD 480.4)			

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*Owner's Statement to the Underwriter*

<b>New/Mod</b> Change	<b>Requested By</b> FNT Alameda and Contra Costa	<b>Incident No.</b>	<b>TFS No.</b> 718944																														
Adjusted document to accommodate phone no. and email address, adjusting column sizes and changing the document to landscape.																																	
<p>The undersigned, as owner of 100 Property Street, Unit 100A, El Cerrito, CA 12345, states the following: (1) that the undersigned is thoroughly familiar with all the facts and circumstances concerning the premises described above; (2) that with respect to improvements on the premises the only work done or materials furnished to date are as listed below; (3) that the only contracts left for the furnishing of future work or materials relative to the contemplated improvements are as listed below; (4) that there are no contract disputes over change order presented by the general contractor that the owner or its architect refuse to approve, or that are "pending approval"; (5) that this statement is a true and complete statement of all such contracts, previous payments and balances due, if any.</p> <table border="1"> <thead> <tr> <th>NAME AND ADDRESS PHONE NO. AND E MAIL</th> <th>KIND OF WORK</th> <th>ADJUSTED TOTAL CONTRACT INCL. EXTRAS &amp; CREDITS</th> <th>PREVIOUSLY PAID</th> <th>AMOUNT OF THIS PAYMENT</th> <th>BALANCE TO BECOME DUE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				NAME AND ADDRESS PHONE NO. AND E MAIL	KIND OF WORK	ADJUSTED TOTAL CONTRACT INCL. EXTRAS & CREDITS	PREVIOUSLY PAID	AMOUNT OF THIS PAYMENT	BALANCE TO BECOME DUE																								
NAME AND ADDRESS PHONE NO. AND E MAIL	KIND OF WORK	ADJUSTED TOTAL CONTRACT INCL. EXTRAS & CREDITS	PREVIOUSLY PAID	AMOUNT OF THIS PAYMENT	BALANCE TO BECOME DUE																												
<b>Affected item(s):</b> Owner's Statement to the Underwriter																																	

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*Vesting Information*

<b>New/Mod</b> Change	<b>Requested By</b> CT Sacramento	<b>Incident No.</b>	<b>TFS No.</b> 717105
The following vesting options have been added: Husband and Husband Wife and Wife			
<b>Affected item(s):</b> Vesting Information Vesting Information (Multiple Buyers)			

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<i>Void Request Form</i>			
<b>New/Mod Change</b>	<b>Requested By</b> Escrow Admin	<b>Incident No.</b>	<b>TFS No.</b> 718720
Revised language from 'stop payment' to 'voided'.			
<b>Affected item(s):</b> Void Request Form			

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COLORADO

DOCUMENTS

Escrow

*Settlement Statement (HUD/CDF)*

New/Mod Change	Requested By FT CO Ops	Incident No.	TFS No. 713019
<p>1. updating "Include B/S/L contact address in header" checkbox to be unchecked</p> <p>2. updating buyer/seller signature to show as "Print Signature Lines" when the transaction type is not "Purchase"</p> <p>3. updating the recording fees to show the "Fee Schedule"</p> <p><b>Affected item(s):</b>            Individual Settlement Statement, Legal            Individual Settlement Statement, Legal (CDF)            Individual Settlement Statement, Letter            Individual Settlement Statement, Letter (CDF)            Settlement Statements</p>			

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REPORTS

CO SoftPro Summary			
<b>New/Mod Change</b>	<b>Requested By</b> CO Ops	<b>Incident No.</b>	<b>TFS No.</b> 716540
Updating IRS Reports column to show the correct verbiage for Non-Reportable, Not Reported and Reports transactions			
<b>Affected item(s):</b> CO SoftPro Summary			
<a href="#">Back to Table of Contents</a>			

EPU Reports			
<b>New/Mod Change</b>	<b>Requested By</b> CO EPU	<b>Incident No.</b>	<b>TFS No.</b> 719338
Adding EPU-Owner Occupy Review task to show on all EPU reports			
<b>Affected item(s):</b> EPU Task Summary/Productivity by County Manager EPU Task Summary/Productivity by Employee EPU Trends			
<a href="#">Back to Table of Contents</a>			

SPAdmin-Custom Source of Business Export/Missing Fields			
<b>New/Mod Change</b>	<b>Requested By</b> FNF Ops	<b>Incident No.</b>	<b>TFS No.</b> 718659
Updating the report to exclude orders owned by the FSTG - OPU profile			
<b>Affected item(s):</b> SSCORP5255.rpt – SPAdmin-Custom Source of Business Export SSCORP5268.rpt – SPAdmin-Custom Source of Business Export-Missing Fields			
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FLORIDA

DOCUMENTS

Escrow

*Affidavit (Delaware Statutory Trust)*

<b>New/Mod</b> New	<b>Requested By</b> FL State Counsel	<b>Incident No.</b>	<b>TFS No.</b> 717402
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New document. Please render to view in full.

**DELAWARE STATUTORY TRUST AFFIDAVIT**

Before me, the undersigned authority, personally appeared [Brenda T. Buyer](#) ("Affiant"), who being duly sworn according to law, deposes and says:

1. Affiant is a trustee or a \_\_\_\_\_ (name capacity of Affiant, if other than trustee) of [Brian T. Buyer and Brenda T. Buyer](#), a Delaware Statutory Trust (the "DST").
2. The DST is currently in existence under a valid governing instrument (the "Trust Agreement"), and has not been terminated or dissolved.
3. The DST is the owner of the following real property:
  - a. 100 Property Street, Unit 100A, Orlando, FL 32805, (the "Property")
4. The DST is not in bankruptcy.
5. [Brenda T. Buyer](#) is authorized by the Trust Agreement, to bind the DST by executing any instruments affect the sale, mortgage or lease of the Property on behalf of DST.
6. If a power of attorney is used to execute the instruments for a transaction affecting the property, then the pertinent portion of the Trust Agreement, which authorized the grant of the power of attorney is attached to this affidavit.
7. An authentic copy of or the pertinent excerpts from the Trust Agreement, may be attached hereto as Exhibit "A" if deemed necessary or appropriate, and if so, shall be incorporated herein and shall be made a part hereof.
8. Under penalties of perjury, Affiant declares that Affiant has read the foregoing affidavit and that the fact state in it are true.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

\_\_\_\_\_ [Brenda T. Buyer](#)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This is the Jurat on the Notary & Acknowledgment screen.

\_\_\_\_\_   
Notary Public

\_\_\_\_\_   
Print Name

My Commission expires: \_\_\_\_\_

Affidavit (Delaware Statutory Trust)  
FLD1373.doc / Updated: 06.15.22

Page 1

Printed: 06.15.22 @ 02:52 PM by cfd  
FL ■■■-ME CD Test FL Mult

**Affected item(s):**  
FLD1373.doc - Affidavit (Delaware Statutory Trust) (New)



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GEORGIA

DOCUMENTS

Title

<i>ALTA Short Form Residential Loan Policy 2012</i>			
<b>New/Mod Change</b>	<b>Requested By</b> GA Agency	<b>Incident No.</b>	<b>TFS No.</b> 719733
The 2012 ALTA Short Form Policy has been modified to reflect the Zip code in the Property Address reference.			
<b>Affected item(s):</b> ALTA Short Form Residential Loan Policy 2012 (GA)			

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MY SCREENS

*Endorsements Screen*

*Marketing Data/Additional Title Charges Screen*

<b>New/Mod</b> Mod	<b>Requested By</b> Rates Team	<b>Incident No.</b>	<b>TFS No.</b>
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The **Endorsements** screen and the **Marketing Data/Additional Title Charges** screen have been modified to include the **Rate Summary Responses** section.

This change is visible when the **My Screens > GA Commercial CSS** is selected.

The screenshot shows the 'Endorsements' screen interface. At the top, there are navigation arrows and the title 'Endorsements'. On the right, it displays 'Order Status: InProcess', 'Buyer: Prospective Insured', and 'Transaction Type: Refinance'. Below this, a section titled 'Rate Summary Responses' is highlighted with a red border. It contains a text area for responses and a 'Title product:' dropdown menu currently set to 'Loan Policy', with a 'Coverage amount: \$0.00' displayed next to it.

The screenshot shows the 'Marketing Data/Additional Title Charges' screen interface. It has the same top navigation and status information as the previous screen. The 'Rate Summary Responses' section is highlighted with a red border. Below this section, a 'Revenue/Commissions' section is partially visible, showing 'NCS Premium 1:' and a 'Closing Date:' dropdown menu set to '(None)'.

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HAWAII

DOCUMENTS

Escrow

*Form P-64A (Conveyance Tax Certificate)*

New/Mod Change	Requested By	Incident No.	TFS No.
Change	Title Guaranty		718952
Various changes made for Title Guaranty operations. Please render to view all revisions.			
<b>Affected item(s):</b> Form P-64A (Conveyance Tax Certificate)			

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*Letter (Employee Transaction Disclosure)*

New/Mod Change	Requested By	Incident No.	TFS No.
Change	Title Guaranty		720058
Added selling agent/broker, mortgage broker and lender contact types to flow to the document.			
<b>Affected item(s):</b> Letter (Employee Transaction Disclosure)			

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ILLINOIS

DOCUMENTS

Escrow

<i>Title Indemnity Agreements (3)</i>			
<b>New/Mod Change</b>	<b>Requested By</b>	<b>Incident No.</b>	<b>TFS No.</b>
	Rich Wagner,		717599
<p>Three new Title Indemnity Agreements were created for only the 1-FNF Illinois CT Metro Documents Package (2/26/15) document tree. Render to view complete documents.</p> <p>Title Indemnity Agreement (TI-General)</p> <p>Title Indemnity Agreement (TI-Mechanics Lien)</p> <p>Title Indemnity Agreement (TI-Water)</p> <p><b>Affected item(s):</b>            ILD0562.doc - Title Indemnity Agreement (TI-General) (New)            ILD0563.doc - Title Indemnity Agreement (TI-Mechanics Lien) (New)            ILD0564.doc - Title Indemnity Agreement (TI-Water) (New)</p>			

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REPORTS

Closing Calendar			
<b>New/Mod Change</b>	<b>Requested By</b> FT IL OPS	<b>Incident No.</b>	<b>TFS No.</b> 713449
Adding Excel export option			
<b>Affected item(s):</b> Closing Calendar			

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INDIANA

DOCUMENTS

Escrow

*Affidavit (Survivorship)*

New/Mod Change	Requested By CT OH	Incident No.	TFS No. 719542
<p>Added "Tax bills to be sent to:"</p> <p><b>Affected item(s):</b> Affidavit (Survivorship)</p> <p><a href="#">Back to Table of Contents</a></p>			

*Closing Info Request (FNT NWI)*

New/Mod Change	Requested By FNT NWI	Incident No.	TFS No. 717081
<p>Added additional prompts (please render to view them all) and removed the below section.</p> <div data-bbox="431 800 1187 1115" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Please list and send supporting documentation for additional information we will need, below. (i.e. fees, out of state, remote signings, POA, etc.)</p> <hr/> <hr/> <hr/> </div> <p><b>Affected item(s):</b> Closing Info Request (FNT NWI)</p> <p><a href="#">Back to Table of Contents</a></p>			

MICHIGAN

DOCUMENTS

Escrow

<i>ABAs</i>			
New/Mod Change	Requested By	Incident No.	TFS No.
	CT MI		717404
New and revised ABAs.			
<b>Affected item(s):</b> Master ABA Disclosure <a href="#">Back to Table of Contents</a>			
<i>Agreement (Compliance - Cash Purchase)</i>			
New/Mod Change	Requested By	Incident No.	TFS No.
	FT MI		717375
Updated to add logo and SA's name.			
<b>Affected item(s):</b> Agreement (Compliance - Cash Purchase) <a href="#">Back to Table of Contents</a>			
<i>New Order Request - GL</i>			
New/Mod Change	Requested By	Incident No.	TFS No.
	Great Lakes Troy		719331
Various changes made for Great Lakes Troy operations only. Please render to view in full.			
<b>Affected item(s):</b> New Order Request - GL <a href="#">Back to Table of Contents</a>			



*Request (Release of Federal Tax Lien)*

<b>New/Mod Change</b>	<b>Requested By</b> FNT Las Vegas	<b>Incident No.</b>	<b>TFS No.</b> 716811
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Updated to show the EPU email or fax if they are selected as the return to party.



**CHICAGO TITLE**

1000 Settlement Way, Suite 100  
Settlement City, NV 89999  
Phone: (800)555-4234 / Fax: (702)942-8131

Lien Desk  
Internal Revenue Service  
111 First Street  
City1, NV 22332

Escrow No.: MS CD Test NV-JDK  
Escrow Officer: Joseph D Kirby

An escrow has been opened with this company under the above number by:  
[Stephen T. Seller](#) and [Stephanie T. Seller](#)

concerning the property described as:

**Property:** 100 Property Street, Unit 100A, Las Vegas, NV 89101  
**APN:** 111111111APN and 11111111TAX  
**Brief Legal:** This is the Escrow BRIEF Legal for Property One

Lien recorded on: July 1, 2022 as: 234

Serial No.: 24 Social Security No: \_\_\_\_\_

This office is currently handling a transaction for the above taxpayer, in which a Notice of Federal Tax Lien has been recorded.

We have attached to this request:  
N/A

It is the present intention of the party(ies) to pay the lien in full upon the closing of this escrow.

In order that we may comply with these intentions, please send us your **DEMAND**, along with a **FULL RELEASE OF LIEN**, which will be recorded only when we are in a position to pay to the Internal Revenue Service the funds necessary to satisfy your lien, pursuant to your demand.

Your prompt attention to this matter is greatly appreciated. If you need any further documentation or information, please feel free to contact our office immediately.

Sincerely,

*Joseph D Kirby*  
Joseph D Kirby  
Title Examiner  
[NVSTEP@ftla.com](mailto:NVSTEP@ftla.com)

**NOTE: PLEASE FAX A COPY OF YOUR DEMAND STATEMENT SHOWING THE TOTAL AMOUNT OWING TO (702)942-8131 IN ORDER TO EXPEDITE THE CLOSING OF OUR ESCROW.**

Request (Release of Federal Tax Lien)  
NVD1115.doc / Updated: 06.21.22

Page 1

Printed: 06.21.22 @ 10:30 AM by cfo  
NV ■■■ MS CD Test NV

**Affected item(s):**  
Request (Release of Federal Tax Lien)

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<i>Utility Bill Request</i>			
<b>New/Mod Change</b>	<b>Requested By</b> Lawyers Title Las Vegas	<b>Incident No.</b>	<b>TFS No.</b> 717589

For Lawyers Title only, added the phone and fax for their CPU.

To facilitate closing the above transaction, please provide the requested information, sign the form, and return it as soon as possible by fax or email to the number/email provided below. Thank you for your prompt attention to this request.

**PLEASE RETURN COMPLETED FORM TO:**

**Lawyers Title** Phone: (702)385-4141 Fax: (702)973-1559 Email: [RMB-LTNVUtilities@ltic.com](mailto:RMB-LTNVUtilities@ltic.com)

Account No.: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ which runs from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Per Diem: \$ \_\_\_\_\_

Transfer Fee: \$ \_\_\_\_\_

Tap or Connection Fee: \$ \_\_\_\_\_

**Affected item(s):**  
Utility Bill Request

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NEW HAMPSHIRE

DOCUMENTS

Escrow

*Tax Proration Agreement (Dover and Portsmouth)*

New/Mod	Requested By	Incident No.	TFS No.
New	Signature Title		720055

New document. Please render to view in full.

**TAX PRORATION AGREEMENT  
AND HOLD HARMLESS  
(for Dover, NH and Portsmouth, NH)**

**File No.:** JM CD Test 2022-SLM  
**Closing Date:** January 28, 2022  
**Buyer(s):** Bryan B. Buyer and Brenda B. Buyer  
**Seller(s):** Samuel S. Seller and Samantha S. Seller  
**Property:** 100 Property Avenue, Dover, NH 55555

We, the undersigned Buyer(s) and Seller(s), hereby request [EO Name](#) utilize the customary property tax proration method for the City of Dover and City of Portsmouth as a part of providing settlement and escrow services relative to the sale of the Property; each semiannual property tax bill shall be treated as paying the property taxes due for a period of three (3) months in arrears and three (3) months in advance of the bill issue month (i.e. bills issued in December cover October 1st through March 31st and bills issued in June cover April 1st, through September 30th). It is further understood the City of Dover and City of Portsmouth issue both property tax bills in the name of the owner of record as of April 1st. The Buyer(s) hereby agree(s) to be solely responsible for payment of all property tax bills issued after the Closing Date.

**Affected item(s):**

Tax Proration Agreement (Dover and Portsmouth)

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NEW JERSEY

DOCUMENTS

Escrow

*Wire Account Notification (Agency)*

<b>New/Mod Change</b>	<b>Requested By</b> CT NJ	<b>Incident No.</b>	<b>TFS No.</b> 719547
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For NJ only, added logo and escrow office contact information to the top right in the header.



Inquire before you wire!

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CHICAGO TITLE

Chicago Title Insurance Company  
 2446 Church Road, 3rd Floor  
 Toms River, NJ 08753  
 Phone: (888)848-5365  
 Fax: (732)255-4108

**WIRE ACCOUNT NOTIFICATION**

**Borrower(s):** [Brian T. Buyer](#) and [Brenda T. Buyer](#)  
**Property Address:** [100 Property Street, Unit 100A, Newark, NJ 08753](#)

**Affected item(s):**

Wire Account Notification (Agency)

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Title

<a href="#">Legal Description revisions</a>			
New/Mod Change	Requested By	Incident No.	TFS No.
	Siobon Humphrey		716056
Replaced existing Lot and block coding with Escrow Brief Legal field, where users will select option from a LookUp table.			
<b>Affected item(s):</b> ALTA Loan Policy 2006 (NJ) ALTA Loan Policy 2006 (NJ) (Schedules Only) ALTA Owner's Policy 2006 (NJ) ALTA Owner's Policy 2006 (NJ) (Schedules Only) Exhibit Page - Commitment Legal Exhibit Page - Commitment Legal (Legal) Master Commitment (NJ) Master Loan Policy (NJ) Master Loan Policy (NJ) (Schedules Only) Master Owner's Policy (NJ) Master Owner's Policy (NJ) (Schedules Only) Title Search Report (2022) Title Search Report (With Optional Accommodation)			

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NEW MEXICO

DOCUMENTS

Escrow

*Employee Fee Disclosure*

<b>New/Mod</b>	<b>Requested By</b>	<b>Incident No.</b>	<b>TFS No.</b>
New	FT NM		718961
Revised the tree and footer title to "Employee Transaction Disclosure" for NM operations.			
<b>Affected item(s):</b> SSCORPD5744.doc - Employee Transaction Disclosure (New)			

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NEW YORK

DOCUMENTS

Escrow

<i>Letter (Order Status)</i>			
<b>New/Mod</b> Change	<b>Requested By</b> CT Rochester/Lyons	<b>Incident No.</b>	<b>TFS No.</b> 717371
Revised to pull the email in place of a physical address.			
<b>Affected item(s):</b> Letter (Order Status)			

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OREGON

DOCUMENTS

Escrow

*Letter (Confirmation of Order Placed) (8)*

New/Mod Change	Requested By WT Bend	Incident No.	TFS No. 717426
<p>Added option to choose additional contact's from the SA.</p>			
<p><b>Affected item(s):</b>            Letter (Confirmation of Order Placed)            Letter (Confirmation of Order Placed) - Abstractor            Letter (Confirmation of Order Placed) - Buyer-Borrower            Letter (Confirmation of Order Placed) - Escrow Company            Letter (Confirmation of Order Placed) - Lender            Letter (Confirmation of Order Placed) - Listing            Letter (Confirmation of Order Placed) - Mtg Broker            Letter (Confirmation of Order Placed) - Selling</p>			

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PENNSYLVANIA

DOCUMENTS

Escrow

*Affidavit (Entity - Seller's or Borrower's)*

New/Mod Change	Requested By CLTIC Philadelphia	Incident No.	TFS No. 717090
<p>Added language:</p> <p>This Affidavit is given to induce Commonwealth Land Title Insurance Company ("Company") to issue its policy(ies) of title insurance with full knowledge that the Company will rely on the accuracy of same. The undersigned further state(s) that he/she/they is/are each familiar with the nature of an oath; and with the penalties as provided by the Commonwealth aforesaid for falsely swearing to statements made in an instrument of this nature. The undersigned further certifies that he/she/they has/have read and understands the full facts of this affidavit.</p> <p>Owner hereby jointly and severally agrees to indemnify and hold Company harmless of and from any and all loss, cost, damage, and expense of every kind, including attorney's fees, incurred in connection with any lien, encumbrance or other matter first appearing in the public record after the last date upon which the update of title is effective through the date of closing and prior to the date upon which the insured conveyance instrument is recorded, and Owner will remove, by bond or otherwise, any such lien, encumbrance or other matter of record.</p> <p>Owner hereby jointly and severally agrees to indemnify and hold Company harmless of and from any and all loss, cost, damage, and expense of every kind, including attorney's fees, which said Company shall or may suffer or incur or become liable for under its said policy or policies directly or indirectly, due to its reliance on the accuracy of the foregoing statements or in connection with its enforcement of its rights under this agreement.</p> <p><b>Affected item(s):</b> Affidavit (Entity - Seller's or Borrower's)</p>			

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*Contact List*

<b>New/Mod</b> New	<b>Requested By</b> CT PA	<b>Incident No.</b>	<b>TFS No.</b> 719544
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New document. Please render to view in full with all of its options.


Company Name

CONTACT LIST

**Celeste Heuberger - Manager**  
 Commonwealth Land Title Insurance Company  
 1700 Market Street, Suite 2100  
 Philadelphia, PA 19103

[CHeuberger@cltic.com](mailto:CHeuberger@cltic.com) (215)665-3425

Visit our website [here!](#)

**Affected item(s):**  
 PAD1077.doc - Contact List (New)

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TEXAS

DOCUMENTS

Escrow

*Form T-00 (14)*

New/Mod Change	Requested By Elise Kitchens	Incident No.	TFS No. 716979
Updated to reflect most recently provided versions.			
<p><b>Affected item(s):</b></p> <ul style="list-style-type: none"> <li>Form T-00 (Verification of Services Rendered)</li> <li>Form T-00 (Verification of Services Rendered) (Legal)</li> <li>Form T-00 (Verification of Services Rendered) Blank</li> <li>Form T-00 (Verification of Services Rendered) Blank (Legal)</li> <li>Form T-00 (Verification of Services Rendered) Builder-CBA</li> <li>Form T-00 (Verification of Services Rendered) Builder-CBA (Legal)</li> <li>Form T-00 (Verification of Services Rendered) Fee Atty In County</li> <li>Form T-00 (Verification of Services Rendered) Fee Atty In County (Legal)</li> <li>Form T-00 (Verification of Services Rendered) Title Only</li> <li>Form T-00 (Verification of Services Rendered) Title Only - Escrow</li> <li>Form T-00 (Verification of Services Rendered) Title Only - Escrow (Legal)</li> <li>Form T-00 (Verification of Services Rendered) Title Only - No Issue</li> <li>Form T-00 (Verification of Services Rendered) Title Only - No Issue (Legal)</li> <li>Form T-00 (Verification of Services Rendered) Title Only (Legal)</li> </ul>			

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Title

<i>Policy of Title Insurance (USA) (T-11) - 2014</i>			
<b>New/Mod Change</b>	<b>Requested By</b> AT SAT	<b>Incident No.</b>	<b>TFS No.</b> 720096
At the direction of state counsel, the Policy has been modified to allow for United States Postal Service transactions. <ul style="list-style-type: none"><li>· The jacket will now reflect the "UNITED STATES POSTAL SERVICE" (instead of "UNITED STATES OF AMERICA") if the Proposed Insured field contains "United States Postal Service" on the Policy Schedule A screen.</li><li>· Item 2(d) under Matters Not of Record on Schedule B will now reflect the "United States Postal Service" (instead of "United States of America") if the Vesting field contains "United States Postal Service" on the Policy Schedule A screen.</li></ul>			

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UTAH

DOCUMENTS

Title

*Commitment Cover Sheet*

<b>New/Mod</b> New	<b>Requested By</b> FNT Utah	<b>Incident No.</b>	<b>TFS No.</b> 718424
-----------------------	---------------------------------	---------------------	--------------------------

New document. Render to view in full.

 <b>Fidelity National Title*</b> Insurance Company		1001 Title Way, Suite 100 Title City, UT 99999 Phone: (800)777-2488 / Fax: (800)777-8842	
<b>Escrow Officer: Michele L. Scarbrough</b> <b>File No.: MSCDTest UT</b> 1000 Settlement Way, Suite 100 Settlement City, UT 99999 (800)555-1234			
<b>Subject Property Address</b> 100 Property Street, Unit 100A Salt Lake City, UT 84101		<b>Buyer/Borrower(s):</b> Brian T. Buyer and Brenda T. Buyer 100 Buyer Current Street Buyer Current City, CA 12345 Phone: (888)111-5555  <b>Seller(s):</b> Stephen T. Seller and Stephanie T. Seller 100 Seller Current Street Seller Current City, CA 12345 Phone: (888)655-5555	
<b>Listing Agent</b> The Listing Agency Lisa T. Lister 1000 Listing Way Anywhere, CA 99999 Phone: (222)333-4444 Fax: (111)222-3333		<b>Selling Agent</b> The Selling Agency Sammy T. Selling 1000 Selling Way Anywhere, CA 99999 Phone: (232)111-2222 Fax: (666)345-4221	
<b>Mortgage Broker</b> The Mortgage Company Manuel T. Broker 1000 Main Street, Suite 1001 Anywhere, CA 99999 Phone: (454)222-3333 Fax: (444)222-3434		<b>Loan Processor</b> Lender Bank & Trust Larry Lender 1000 Big Money Avenue, Suite 1000 Beverly Hills, CA 90210 Phone: (353)444-3333 Fax: (111)233-2222	

**Affected item(s):**

UTD1046.doc - Commitment Cover Sheet (New)

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REPORTS

Order Exceptions			
<b>New/Mod</b> Change	<b>Requested By</b> FNT Implementation Team	<b>Incident No.</b>	<b>TFS No.</b> 719295
Updating the exception list for UT			
<b>Affected item(s):</b> Order Exceptions			

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WASHINGTON

DOCUMENTS

Escrow

<i>EI - Disbursement (Legal)</i>			
New/Mod Change	Requested By	Incident No.	TFS No.
	Escrow Admin		718822
For WA operations: Revised "on next page" to instead state "below" as most instances are kept to one page.			
<b>Affected item(s):</b> EI - Disbursement EI - Disbursement (Legal)			

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<i>Master Real Estate Excise Tax Affidavits (4)</i>			
New/Mod Change	Requested By	Incident No.	TFS No.
	WA		717109
Updated to most recent version - July 1, 2022 or after.			
<b>Affected item(s):</b> Master Real Estate Excise Tax Affidavit - Exempt (2022) Master Real Estate Excise Tax Affidavit (2022) Master Real Estate Excise Tax Affidavit (2022) Multiple Affidavits Master Real Estate Excise Tax Affidavit (2022) Multiple Location			

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<i>MH Real Estate Excise Tax Affidavit</i>			
New/Mod Change	Requested By	Incident No.	TFS No.
	WA		719695
Updated to reflect most recent version.			
<b>Affected item(s):</b> MH Real Estate Excise Tax Affidavit			

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*Northshore Utilities District Final Bill Request*

<b>New/Mod</b> New	<b>Requested By</b> TT Renton	<b>Incident No.</b>	<b>TFS No.</b> 717083
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New document. Please render to view in full.



## NORTHSHORE UTILITY DISTRICT

### FINAL BILL REQUEST

Today's Date: July 6, 2022      Sale Closing Date: [September 30, 2019](#)

Service Address: [100 Property Street, Unit 100A, Seattle, WA 98101](#)

Legal Description: [This is the Escrow BRIEF Legal for Property One](#)

Departing Resident (Seller/Tenant): [Stephen T. Seller and Stephanie T. Seller](#)

New Resident (Buyer/Tenant): [Brian T. Buyer, Brenda T. Buyer and Buyer Org Name](#)

**Affected item(s):**

WA00001085.doc - Northshore Utilities District Final Bill Request (New)

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REPORTS

EPU Task Summary/Productivity by County Manager			
New/Mod Change	Requested By	Incident No.	TFS No.
	NW IT		719952
Add new task EPU – Absentee Owner Letter to show on report			
<b>Affected item(s):</b> EPU Task Summary/Productivity by County Manager			

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Pending/Held/Unprocessed Wires			
New/Mod Change	Requested By	Incident No.	TFS No.
	NW IT		711110
<ol style="list-style-type: none"> <li>Updating report to include orders that are missing bank information (account #, ABA#, Credit Account Name and/or Bank Name)</li> <li>Adding an option to select the trust account</li> <li>Adding an option to include pending/held wires</li> <li>Adding an option to include wires with a cleared date</li> </ol>			
<b>Affected item(s):</b> Pending/Held Wires			

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Potential Cash Reporting			
New/Mod Change	Requested By	Incident No.	TFS No.
	NW IT		717099
<ol style="list-style-type: none"> <li>Changing report logic to less than or equal to \$10,000.00</li> <li>Add an option to Export for Excel</li> </ol>			
<b>Affected item(s):</b> Potential Cash Reporting			

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WISCONSIN

MY SCREENS

Order Contacts Screen

New/Mod	Requested By	Incident No.	TFS No.
Mod	Justin Martin		

The following screens have been modified to include the **Customer Preferences** field:

- > Attorney
- > Lender
- > Listing Agent
- > Selling Agent

This change is visible when one of the following **My Screens** is selected:

- > CT Wisconsin – CSS
- > CT Wisconsin – Escrow
- > CT Wisconsin - Title

⏪
⏩
Attorney

Order Status: InProcess

Buyer:

Transaction Type: Refinance

---

**Attorney**

[Lookup code:](#)

Name:

Short name:

Payee name:

Address:

[City/State/Zip:](#)     Foreign

County:

Phone:  Fax:  Home:

Email address:

Fee transfer ledger:

Anticipate funds as:

Anticipate disbursement as:   Disburse each charge separately

Represents:

Include on revenue reports

Marketing source

Commitment recipient

Marketing rep.:

Marketing rep. 2:

Marketing rep. 3:

Reference #:

Tax ID/SSN:

License #:

NMLS #:

CDF payee type:

Customer Preferences:

**People**

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LIBERTY TITLE

DOCUMENTS

Escrow

*Credit Line Authorization Form*

<b>New/Mod</b> New	<b>Requested By</b> Liberty Title	<b>Incident No.</b>	<b>TFS No.</b> 719333
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New document. Please render to view in full.

 <p><b>Company Name</b></p>	<p>100 Escrow Office Street EO City, RI 54545 Phone: (800)777-4444 / Fax: (800)444-7777</p> <p><b>LETTER OF AUTHORIZATION</b></p>
<p>Wells Fargo Lender 1093 South Main Street City, RI 93901</p>	<p><b>Date:</b> June 29, 2022 <b>Loan No.:</b> POLRef123 <b>Order No.:</b> JM CD Test 2022-SLM <b>Seller(s):</b> Samuel S. Seller and Samantha S. Seller <b>Property:</b> 100 Property Avenue Property City, RI 55555</p>
<p>The undersigned hereby authorizes you to close the above referenced credit line account upon receipt of this notice.</p> <p>If the borrower entered into a forbearance agreement and you are not the entity servicing any deferred amounts, please provide the contact information for the entity who is. Please furnish to us a statement of the amount necessary to pay in full including any amounts deferred due to a forbearance or modification agreement.</p> <p>I/We agree to pay any charges pending that may not be reflected on the demand for payoff issued to the title insurance company and I/we agree to cease activity on this account.</p> <p>Upon receipt of funds representing payment in full, you are to forward the full reconveyance to <b>EO Name</b>, as per their instructions.</p>	

**Affected item(s):**

LIBD1228.doc - Credit Line Authorization Form (New)

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NOVARE NATIONAL SETTLEMENT SERVICES

DOCUMENTS

Escrow

*Affidavit (Understanding and Indemnity)*

New/Mod Change	Requested By Novare	Incident No.	TFS No. 719668
Revised first paragraph to pull the sales price for Novare operations.			
<b>Affected item(s):</b> Affidavit (Understanding and Indemnity)			
<a href="#">Back to Table of Contents</a>			

*Demand (Release of Lien - Blank)*

New/Mod New	Requested By Novare	Incident No.	TFS No. 718723
New document. Please render to view in full.			
 <p>1000 Settlement Way, Suite 100 Settlement City, NH 99999 Phone: (800)555-1234 / Fax: (800)555-2468</p> <p>Payoff Lender Bank 1000 P and I Boulevard Beverly Hills, CA 90210</p> <p><b>Date:</b> July 6, 2022 <b>Loan No.:</b> PayRefNum111 <b>Escrow No.:</b> 08251982-NOV-JDK <b>Borrower(s):</b> Brian T. Buyer and Brenda T. Buyer <b>Seller(s):</b> Stephen T. Seller and Stephanie T. Seller <b>Property:</b> 100 Property Street, Unit 100A Raleigh, NH 27609</p> <p>Dear <b>Payoff Lender Bank</b>:</p> <p>It is the intent of the parties to the above referenced escrow to pay the above referenced lien in full upon closing.</p> <p>In order to comply with these intentions, you are requested to fill in and sign the demand set forth below and return the original to us, together with your <b>FULL RELEASE OF LIEN OR SATISFACTION OF JUDGMENT</b>, which will be recorded only when we have funds necessary to satisfy your demand.</p> <p>Your very prompt attention in this matter will be appreciated.</p>			
<b>Affected item(s):</b> NOVD1223.doc - Demand (Release of Lien - Blank) (New)			
<a href="#">Back to Table of Contents</a>			

<i>New EI Phrase</i>							
<b>New/Mod</b> New	<b>Requested By</b> Novare	<b>Incident No.</b>	<b>TFS No.</b> 718722				
New phrase.							
<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>disbs01</td> <td>DISBURSEMENT OF PROCEEDS</td> </tr> </tbody> </table> <p><b>DISBURSEMENT OF PROCEEDS:</b> The undersigned hereby instruct and authorize Escrow Holder to disburse proceeds as follows:</p> <p><input type="checkbox"/> TRANSFER    <input type="checkbox"/> All Net Proceeds, or <input type="checkbox"/> \$ _____          To: _____          Attn: _____          Escrow No.: _____</p> <p><input type="checkbox"/> HOLD check for PICK UP</p> <p><input type="checkbox"/> CALL when check is read for PICK UP, PHONE NO.: _____</p> <p><input type="checkbox"/> WIRE funds to (Bank Name): _____          City/State: _____          Wire Payee: _____          ABA No.: _____          Account No.: _____</p> <p><input type="checkbox"/> MAIL    <input type="checkbox"/> FEDERAL EXPRESS check to: _____</p>				Code	Name	disbs01	DISBURSEMENT OF PROCEEDS
Code	Name						
disbs01	DISBURSEMENT OF PROCEEDS						

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<i>Personal Guarantee</i>			
New/Mod	Requested By	Incident No.	TFS No.
New	Novare NSS		718421
New document. Render to view in full.			
 <span style="float: right;">PERSONAL GUARANTEE</span>			
<p>In order to more adequately secure the interest of <a href="#">Loans Unlimited</a>, its successors and assigns, in that certain Promissory Note and Deed of Trust and Assignment of Rents (or mortgage) executed on or about <a href="#">July 5, 2022</a> between <a href="#">Bryan B. Buyer</a>, <a href="#">Brenda B. Buyer</a> and <a href="#">Belinda Buyer</a>, as payor and <a href="#">Loans Unlimited</a> as payees, and in addition to the Promissory Note, Deed of Trust and Assignment of Rents as security for said note, we, <a href="#">Bryan B. Buyer</a>, <a href="#">Brenda B. Buyer</a> and <a href="#">Belinda Buyer</a>, do personally guarantee and promise to pay to the order of <a href="#">Loans Unlimited</a>, and its successors and assigns, the sum of Four Hundred Fifty Thousand And No/100 Dollars (\$450,000.00) (the current approximate outstanding balance under said note) under the terms set forth in the Promissory Note, or any sums due or owing pursuant to the terms of the Deed of Trust and Assignment of Rents given as security for said note.</p> <p>This is a guarantee of payment. Our obligations hereunder are joint and several. A separate action may be brought against us, or any of us, for payment of such sums. We further promise to pay reasonable attorney's fees, costs and expenses incurred by <a href="#">Loans Unlimited</a> its successors and assigns in any proceeding brought to enforce any other provisions of this guarantee.</p> <p>We do hereby jointly and severally guarantee and promise and agree to make prompt payment of any and all indebtedness, obligations or liability of the Maker of the foregoing Promissory Note to <a href="#">Loans Unlimited</a> its successors and assigns, precisely the same as if the same had been contracted and was due and owing, jointly and severally by the undersigned.</p>			
<p><b>Affected item(s):</b> NOVD1144.doc - Personal Guarantee (New)</p>			

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<i>Wire Account Notification (NCS - Commercial)</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	Novare		717378
Updated contact columns at bottom to reflect escrow officer and assistant.			
<p><b>Affected item(s):</b> Wire Account Notification (NCS - Commercial)</p>			

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NCS

REPORTS

NCS Commissions by Selection			
<b>New/Mod Change</b>	<b>Requested By</b> FNF Config Team	<b>Incident No.</b>	<b>TFS No.</b> 716532
Adding Work Share Fee amount to Other Revenue column			
<b>Affected item(s):</b> NCS Commissions by Selection			

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## TECHNICAL NOTES (FOR LOCAL IT/SUPPORT)

Any new documents or reports in this build are listed in the Title and/or Escrow User Release Notes. Due to the state-specific 'All Documents' tree, these new documents are automatically available to the users upon the push to test or production.

However, those new documents or reports may also need to be added to the operation specific tree(s) for packaging and other purposes. This is at your discretion.

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