



315 Tombigbee Street (39201)  
P.O. Drawer 2428  
Jackson, Mississippi 39225-2428  
601/969-0222  
601/969-2215 (FAX)

To: **Mississippi Agents**

From: **Cissy Scanlon and Kristine Bishop**

Re: **Annual Agency Recertification**

Date: **September 22, 2006**

As you will recall, MVT requires all of our agents to be Recertified each year and to be Audited on a regular basis. Unlike our Audit Program, which involves an on-site audit of closing and escrow files by an MVT employee, the Recertification Program simply involves completion of the enclosed Questionnaire. The information gathered through the Questionnaire enables us to stay up-to-date with your particular operation and provide better support for your Agency.

Please complete the enclosed Questionnaire and return it to me on or before **October 19<sup>th</sup>**. If you have any questions or need assistance in completing the Questionnaire, please feel free to call 800-647-2124 Kristine Bishop at x 845 or Cissy Scanlon at x 826. You may also email us at kbishop@mvt.com or cscanlon@mvt.com.

After reviewing the completed Questionnaire, we will contact you to discuss any additional information or clarification which is needed.

We appreciate your assistance in completing the Recertification. As always, we appreciate the opportunity to serve you and hope that you will rely on us for all your title insurance needs.



2006 Annual Agency Recertification Questionnaire

**Directions:** To the best of your knowledge, please answer all the questions by filling in the blanks. For questions: 800-647-2124. Please fax this completed questionnaire to 601.969.2215. No cover sheet needed. Thank you for your time in completing the annual recertification.

1. Approximately how many loans have you closed and the policies have not been issued to MVT?  
\_\_\_\_\_
2. Approximately how many MVT Binders/Commitments have you issued but the loans have not closed or are still pending? \_\_\_\_\_
3. Do you conduct escrow closings or hold any funds received in connection with the settlement process? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, are all escrow accounts properly reconciled up to date and free of any shortage?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain below:
4. Do you have Employee Theft/Fidelity Surety Insurance in addition to your required E & O coverage? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please answer below:  
Coverage: \$ \_\_\_\_\_ Aggregate: \$ \_\_\_\_\_ Per Claim: \$ \_\_\_\_\_ Exp. Date: \_\_\_\_\_
5. Do you disburse construction escrow funds? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Sources of Title Insurance Business:  
Lenders: \_\_\_\_\_% Real Estate Brokers \_\_\_\_\_% Individuals \_\_\_\_\_%  
Attorneys: \_\_\_\_\_% Builders/Developers: \_\_\_\_\_% Other \_\_\_\_\_%
7. List Other Underwriters: (if any)                      % of Business:                      # of Years:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Have there been any significant changes in key personnel in the past year?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
List all employees who assist with Real Estate Closings: \_\_\_\_\_  
\_\_\_\_\_
9. Have there been any changes in ownership in the past year?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
10. Do any Agent Principals or their families have any ownership in a builder or developer business? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Name of Person Completing Review: \_\_\_\_\_  
 Agent Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Agent City: \_\_\_\_\_ Date review completed: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*\*Fax completed questionnaires to Cissy Scanlon or Kristine Bishop at (601) 969-2215 or email to cscanlon@mvt.com or kbishop@mvt.com.