

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

MEMO

January 9, 2007

To: Alabama Agents

From: Tom Marvin State Manager, AL

Re: Annual Agency Review

Mississippi Valley Title has had an On-site Agency Auditing Program for a number of years. Many of you have worked with our auditor in your office. We appreciate the cooperation and courtesies extended to her during the audits.

In addition to the On-site Agency Auditing, we implemented the **Annual** Agency Review Program. This review serves as a form of communication between us, the underwriter and you, the agent.

Enclosed with this letter you will find an Annual Agency Review Questionnaire for you to complete and return by fax to the Jackson, MS office (Fax # 601-969-2215). The Questionnaire consists of ten simple questions. We would appreciate you returning the Questionnaire <u>on or before</u> <u>February 1</u>. After receiving your fax, someone will be following up with you by phone. The follow-up call will confirm your reported information and cover any information not completed on the questionnaire.

Please be assured that none of this is in response to any problems with your agency. We appreciate your patience and cooperation. If you have any questions regarding the annual review, please feel free to contact me at 800-843-1688 or by email tmarvin@jeffersontitlecorp.com.

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

Due Date: Thursday, February 1, 2007

2007 Annual Agency Review Questionnaire

Directions: To the best of your knowledge, please answer all the questions by filling in the blanks. <u>Please fax this</u> completed questionnaire to 601-969-2215. No cover sheet needed. Thank you for your time in completing the annual review.

- 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 _____
 - (a) If yes, are all escrow accounts properly reconciled up to date and free of any shortage? Yes_____ No _____ (b) If no, please explain: _____

MISSISSIPPI VALLEY TITLE

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	f Title Insurance Business:				
	Lenders:	%	Real Estate Brokers	%	Individuals	%
	Attorneys:	%	Builders/Developers:	%	Other	%

- **7.** List Other Underwriters: % 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 #:
iew completed:

**Fax completed questionnaire to (601) 969-2215 or email to { HYPERLINK "mailto:bwoods@mvt.com" }.