



## **MEMO**

January 9, 2007

**To:** Alabama Agents

**From:** Tom Marvin  
State Manager, AL

**Re:** Annual Agency Review

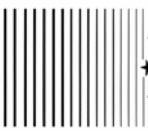
Mississippi Valley Title has had an On-site Agency Auditing Program for a number of years. Many of you have worked with our auditor in your office. We appreciate the cooperation and courtesies extended to her during the audits.

**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 **on or before February 1**. 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](mailto: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. Please fax this 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: \_\_\_\_\_
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:                      % 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: \_\_\_\_\_ Agent #: \_\_\_\_\_  
 Agent City: \_\_\_\_\_ Date review completed: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_