

TITLE COMPANY STATISTICAL REPORT INSTRUCTIONS AND DEFINITIONS FOR AGENTS STATE OF WASHINGTON

All title insurance agencies, whether independent (non-affiliated) or affiliated, must complete Title Company Statistical Reports showing separate data for each county where you have had transactions in the state of Washington. For independent agents, the reporting county should be selected from the pull-down menu on the form. For affiliated agents, the form has separate columns for each county. Each report must include all activities of an agency relating to property within the reporting county. For items that cannot be directly attributed to a specific county, the amount reported for each county should be calculated according to the proportion that premiums for the reporting county bear to the premiums for all counties in Washington.

If you are not affiliated by ownership with an authorized title insurer, please use the independent agent form.

A completed Title Company Statistical Report is due each year by May 31 with data for the prior calendar year.

1—Title orders opened

Enter total number of title insurance orders opened in the reporting period for the reporting county.

2—Title orders in which a policy was issued

Enter total number of orders completed in the reporting period for the reporting county regardless of when the orders were opened.

3—Title orders cancelled as determined using WAC 284-29-260(10)

Enter total number of orders cancelled as determined using WAC 284-29-260(10) during the reporting period for the reporting county.

Items 1-3 should be logically consistent. Each title order reported as opened should result in either a policy being issued or the title order being cancelled. There can be a lag between an order being opened and a policy being issued or the order being cancelled, but for reporting purposes orders should not be considered open indefinitely. This means that item 1 should approximately equal the sum of items 2 and 3. It is only approximate since orders opened in one year may result in policies issued or orders cancelled in the following year.

Cancelled orders should be counted regardless of whether or not a cancellation fee was charged.

4—Number of non-insurance title products produced

Enter the number of non-insurance title products produced by reporting entity or individual during the reporting period on properties in the reporting county. (A “non-insurance title product” is any product produced by the reporting agent which is intended for some use other than a title insurance commitment or policy. Examples of a non-insurance product are ownership and encumbrance reports (O&Es), property profiles, abstracts, opinions, etc.)

5—Searches billed to third parties

Enter the number of searches performed for parties other than reporting entity or individual (e.g., searches performed for another title entity) during the reporting period on properties in the reporting county. (A “search” is any search report prepared specifically for the purpose of producing a commitment for the issuance of a title insurance policy. Do not include searches performed for abstracts, property profiles, guarantees, or other products that are not specifically intended for title insurance policies.)

6—Searches purchased from third parties

Enter the number of searches purchased by the reporting entity or individual from another entity during the reporting period for the purpose of the issuance of a title insurance policy in the reporting county. (A “search” is any search report prepared specifically for the purpose of producing a commitment for the issuance of a title insurance policy. Do not include searches performed for abstracts, property profiles, guarantees, or other products that are not specifically intended for title insurance policies.)

7—Settlement, escrow, or closing transactions conducted

Enter total number of settlement/escrow/closing transactions conducted during the reporting period in the reporting county. (A “settlement/escrow/closing transaction conducted” is when an agent is acting as a settlement agent throughout the closing process.)

8—Settlement, escrow, or closing transactions in which a title policy was not issued

Enter total number of settlement/escrow/closing transactions conducted in which title insurance was not issued (i.e. “courtesy closings,” escrow only, etc.) during the reporting period in the reporting county. (A “settlement/escrow/closing transaction conducted” is when an agent is acting as a settlement agent throughout the closing process.)

9—Title policies issued

Enter total number of title insurance policies issued in reporting period for the reporting county. All policies insuring title to real property must also be classified as either residential or non-residential below. (For total number of policies, include simultaneously issued policies as a single policy. For example, if a transaction consisted of both an owners and a lenders policy, these should be counted as one policy. Likewise, refinance orders with two policies should be counted as one policy.) This number should agree with line 2 and equal the sum of lines 10 and 11.

10—Residential policies issued

From line 9, enter number of policies that were classified as residential. “Residential policies” means title insurance policies that insure the title to real property having a house, individual condominium unit, mobile home permanently affixed to real estate, or other dwelling unit intended principally for the occupancy of from one to four (1-4) families, but does not include multi-family structures intended for the use of 5+ families, undeveloped lots, or real estate intended principally for business, commercial, industrial, religious, educational, or agricultural purposes even if some portion of the real estate is used for residential purposes. On line 10a, enter the number of such policies in which the title agent conducted the settlement, escrow, or closing of the transaction.

11—Non-residential policies issued

From line 9, enter number of policies that were classified as non-residential. “Non-residential policies” means title insurance policies on properties that are NOT “residential policies” as described in line 10 above. On line 11a, enter the number of such policies in which the title agent conducted the settlement, escrow, or closing of the transaction.

12—Written premium

Enter total amount of gross title insurance premium written in the reporting period in the reporting county for all underwriters.

13—Premium remitted to title insurers

Amount of premium remitted to all underwriters during the reporting period for the reporting county. (This amount should be entered as a negative number.)

14—Settlement, escrow, and closing income

Enter amount of settlement/escrow/closing income during the reporting period in the reporting county.

15—Title examination income

Enter title examination income not included in premiums during the reporting period (and not included in line 12) in the reporting county. Additionally, amounts charged to a third party for examination services should be included here.

16—Abstract and search income

Enter abstract/search income not included in premiums during the reporting period (and not included in line 12) in the reporting county. Additionally, amounts charged to a third party for abstract/search services should be included here.

17—Income from cancelled orders

Enter income received from cancelled orders (i.e. cancellation fees, charges for services already performed, etc.) during the reporting period (and not included on lines 12, 13, 15, or 16) in the reporting county.

18—Investment income

Enter investment income during the reporting period.

19—All other income

All other income not reported above.

20—Total income

Enter the sum of lines 12 through 19.

21—Employees' compensation

Enter the amounts paid for employee compensation otherwise reported for all W-2 employees during the reported period. "Employee compensation" includes salaries, bonus, commissions, overtime, pay while on leave, dismissal allowance and other similar items paid to employees.

22—Payroll taxes

Enter amounts incurred for payroll taxes during the reporting period.

23—Employee benefits

Enter amounts incurred for employee benefits in the reporting period, not otherwise reported on line 19, for all W-2 employees.

24—Contract labor

Enter amounts paid to 1099 contractors during the reporting period.

25—Rent, utilities, and repair

Enter amounts incurred for rent, utilities, equipment, and repairs during the reporting period.

26—Title plant expense and maintenance

Enter amounts incurred for title plant maintenance or subscription fees during the reporting period.

27—Abstract and search expenditures

Abstract/search fees paid to other entities during the reporting period.

28—Computer and software

Enter amounts incurred for computer and software expenses (net of depreciation, if claimed on yearly taxes) during the reporting period.

29—Business insurance

Enter the amount incurred for business insurance costs during the reporting period.

30—Business legal

Enter business legal expenses incurred during the reporting period. (**Note:** Do not include legal expenses for claims or losses here.)

31—Accounting

Enter accounting expenses incurred during the reporting period.

32—Licenses, taxes, and fees

Enter the amount incurred for licenses, taxes, and other governmental fees incurred during the reporting period. (**Note:** Do not include recording charges or federal income taxes here.)

33—Marketing and sales

Enter the amount incurred for marketing and sales expenditures (if not included as reimbursements in wages) during the reporting period.

34—Travel and lodging

Enter the amount incurred for travel and lodging expenses during the reporting period.

35—Employee education

Enter the amount of employee education expenses paid during the reporting period.

36—Bank charges

Enter the amount of unreimbursed bank charges paid during the reporting period.

37—Charge offs

Enter accounts receivable charge-offs during the reporting period.

38—Miscellaneous expenses

Enter miscellaneous expenses including depreciation (e.g. office supplies) during the reporting period.

39—Title losses paid and not reimbursed by underwriter or included in underwriter loss reserves

Enter total amount of title losses paid by the reporting entity, net of recoupment, during the reporting period and in the reporting county that were not reimbursed by an underwriter or anticipated to be paid from the underwriter's policy loss reserves. Do not include legal expenses incurred as a result of claim investigation or settlement of reporting entity's title losses. Enter legal expenses on line 41.

40—Abstract/search losses (from abstracts/searches sold)

Enter total amount of losses paid during the reporting period in the reporting county resulting from abstracts or searches performed, not otherwise included in line 38, and not paid from the underwriter's policy loss reserves.

41—Title loss-related legal expenses

Enter total amount of title loss-related legal expenses paid during the reporting period in the reporting county, not otherwise included in line 39, and not paid from the underwriter's policy loss/expense reserves.

42—Deductibles Paid

Enter total amount of all underwriter claims-related deductibles paid during the reporting period in the reporting county.

43—Federal income tax incurred

Enter the amount of federal income tax incurred for the reporting period. This amount may be a state total allocated by county in proportion to premium or income.

44—Other expenses

Enter all other ordinary and necessary expenses incurred during the reporting period in the reporting county which are required to operate.

45—Total expenses

Enter the sum of lines 21 through 44.

46—Estimated average cost to issue a title insurance commitment in the reporting county

The entry for line 45, divided by line 1, the number of title insurance commitments issued in the reporting county.

47—An explanation that demonstrates that the expenses in WAC 284-29A-070(2) have been excluded

Provide a narrative explaining how the reporting entity ensures that the income or expenses related to the costs of the items listed in WAC 284-29A-070(2)(a)-(c) are not included in the data reported above.

Under WAC 284-29A-070, title companies must charge and collect for the costs of providing certain listed information, services, and other items of value that the title insurers and their agency give to persons who are in a position to refer or influence the referral of title insurance business. The amounts charged and collected under this provision must be excluded from the amounts reported.

If the reporting entity gives anything of value to any person for the referral of title insurance business, those costs must also be excluded. Provide an explanation of how these costs were excluded, if applicable.

Reporting entities should review WAC 284-29-200 through WAC 284-29-265 for a listing of information, services, and other items of value to consider in completing this section.

Written premiums by title insurer

Please list each title insurer with which you have placed title insurance for the reporting county during the reporting period. The sum of the written premiums listed in the first section should agree with line 12. The sum of the written premiums remitted to insurers listed in the second sections should agree with line 13.