

[] INSTRUCTIONS FOR COMPLETING AGENCY APPLICATION FORMS

AGENCY APPLICATION (Part 1): This application form is to be completed and signed by an owner of the agency. Please make sure you complete all sections of the form and if you need additional space please attach an additional page.

INDIVIDUAL APPLICATION(S): This form should be completed by any individual who owns 10% or more of the title agency, any officer, any manager or control person as described on Page 2 of the Agency Application form.

ENTITY APPLICATION: This form should be used whenever 10% or more of the title agency is owned by another entity. Such as when a corporation, Limited Liability Company or Partnership has an ownership interest in the title agency. For example: More than 10% of ABC Title Agency is owned by XYZ Investment, LLC.

Please note: Any individuals who own 10% or more of an entity listed as an owner will also need to complete an Individual Application form.

AFFILIATED BUSINESS ADDENDUM: This form should be used only when there is a 1% or more common ownership between the title agency and another company that is in a position to refer business to the title agency.

Example: ABC Title Agency is owned by Mr. Smith (75%), XYZ Investment, LLC (20%) which is owned by Mr. Roberts (100%), and Mr. Jones (5%). ABC Title Agency also has an Affiliated Business Arrangement with 123 Real Estate Company which is owned by Mr. Lee (100%).

Forms Required: In this example we would need the following application forms completed for our records:

- Agency Application for ABC Title Agency, LLC
- Individual Application for Mr. Smith
- Entity Application for XYZ Investment, LLC.
- Individual Application for Mr. Robert
- Nothing from Mr. Jones because he owns only 5% of the title agency
- Affiliated Business Disclosure
- Nothing for the owners of the Affiliated Business

If you have any questions, please contact your Alliant National Agency Manager or the National Operations Center (NOC) at 1-303-682-9800.

