

1. Please enter the approximate percentage of gross firm revenues for each of the following that describes your real estate practice for the last 12 months. **The total must equal 100%.**

- a. \_\_\_\_\_ % Residential Title searches, rendering of title opinions and other title work
- b. \_\_\_\_\_ % Commercial Title searches, rendering of title opinions and other title work
- c. \_\_\_\_\_ % Residential Closings – representation of borrowers/buyers
- d. \_\_\_\_\_ % Commercial Closings – representation of borrowers/buyers
- e. \_\_\_\_\_ % Residential Closings – representation of lenders
- f. \_\_\_\_\_ % Commercial Closings – representation of lenders
- g. \_\_\_\_\_ % Residential Closings – representation of sellers
- h. \_\_\_\_\_ % Commercial Closings – representation of sellers
- i. \_\_\_\_\_ % Residential Land Use, Zoning
- j. \_\_\_\_\_ % Commercial Land Use, Zoning
- k. \_\_\_\_\_ % Eminent Domain
- l. \_\_\_\_\_ % Environmental Consulting (*please complete Environmental Supplement*)
- m. \_\_\_\_\_ % Escrow Agent
- n. \_\_\_\_\_ % Financing – representation of borrowers
- o. \_\_\_\_\_ % Financing – representation of lenders
- p. \_\_\_\_\_ % Foreclosures – representation of borrowers
- q. \_\_\_\_\_ % Foreclosures – representation of lenders
- r. \_\_\_\_\_ % Landlord/Tenant
- s. \_\_\_\_\_ % Litigation
- t. \_\_\_\_\_ % Loan Workouts/Restructuring
- u. \_\_\_\_\_ % Property Tax Abatements
- v. \_\_\_\_\_ % Property Valuation Services
- w. \_\_\_\_\_ % Short Sales
- x. \_\_\_\_\_ % Tax Exempt Financing
- y. \_\_\_\_\_ % 1031 Property Exchanges
- z. \_\_\_\_\_ % Other (Please specify)
- \_\_\_\_\_ % **TOTAL**

2. Please complete the following for transactions during the last 12 months:

During the last 12 months	Residential	Commercial
a. Number of transactions:		
b. Average size/value per transaction:		
c. Largest size/value transaction:		
d. Number of title searches:		
e. Number of title opinions:		

- 3. Have firm members represented both the buyer and the seller in the same real estate transaction?  
*If yes, is a disclosure form signed by all parties always used?*  
*If yes, how many such transactions in the last 12 months?* \_\_\_\_\_  
 Yes  No  
 Yes  No
- 4. Does the firm arrange financing for commercial or municipal clients?  
*If yes, please provide a description on firm letterhead, including a list of the five largest transactions and the amount financed for each.*  
 Yes  No
- 5. Does the firm form, manage or organize group investments such as syndications, general partnerships, limited partnerships, real estate investment trusts or corporations for purposes of investing in real estate?  
*If yes, please provide a description on firm letterhead.*  
 Yes  No
- 6. Has anyone in the firm solicited or sought investors in real estate mortgages or real estate investments?  
*If yes, please provide a description on firm letterhead.*  
 Yes  No

**IF FIRM DOES NOT PROVIDE TITLE SEARCH SERVICES OR OPINIONS, SKIP TO Q#12**

- 7. With respect to title searches indicated above, does the firm utilize the services of outside entities?  
*If yes, do you confirm that these entities have E&O insurance?*  
 Yes  No  
 Yes  No

8. Do you make use of engagement letters when doing title opinions or title searches, specifying who your client is and what services you are performing for that client?  Yes  No  
*If no, please explain on firm letterhead.*
9. Does the firm or any member of the firm have an interest in a Title Agency?  Yes  No  
*If yes, is the Title Agency a client of the firm? If yes, please provide proof of E&O insurance.*  
*If yes, does the firm have clients that are also clients of the Title Agency?*  Yes  No
10. Does the firm request coverage for a Title Agency?  Yes  No  
**NOTE: Coverage is available only for entities which are wholly (100%) owned by the firm.**  
*If yes, and wholly owned, please complete a Title Agency Supplement.*
11. Does any firm member act as a title agent?  Yes  No  
*If yes, please answer the following:*  
a. How many title insurance policies were issued in the past 12 months? \_\_\_\_\_  
b. What is the total commission income from all title policies issued in the past 12 months? \_\_\_\_\_  
c. Was this commission income included in the gross revenues provided in the main application?  Yes  No  
d. Is any firm member aware of any demand, claim or suit made in the past five years under a title insurance policy issued by the firm?  Yes  No  
*If yes, please complete a claim supplement for all such claims.*
12. Does the firm have:  
a. A cyber liability policy?  Yes  No  
b. A crime policy or fidelity bond?  Yes  No
13. Is any firm member a Qualified Intermediary?  
a. If yes, can the firm prove that there has been no previous relationship with the client within the two years prior to the close of the escrow?  Yes  No  
b. If yes, is there a surety bond in place?  Yes  No
14. With regard to your real estate clients, does the firm or any member of the firm:  
a. Have a business relationship other than the rendering of legal services?  Yes  No  
b. Hold funds in escrow or have the authority to disburse funds for any of the real estate clients?  
i) If yes, are wire transfer instructions **always** verified by phone contact with the client or bank?  Yes  No  
ii) If yes, are wire transfer instructions **always** sent by encrypted email or fax?  Yes  No  
iii) If yes, what is the largest amount held in escrow in the last 12 months? \_\_\_\_\_  
c. Accept compensation other than legal fees?  Yes  No  
d. Provide services to clients involved in subprime lending or loans to subprime borrowers?  Yes  No  
*If yes to a, c, or d, please provide a description on firm letterhead.*
15. Does any firm member offer advice or issue opinions on any matters related to oil, gas, or mineral rights?  Yes  No  
*If yes, please complete an Oil & Gas Supplement.*

\_\_\_\_\_  
Signature of Officer or Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Officer or Partner