



Please answer the following questions regarding your company's Best Practice standards:

1. Does your agency have a completed Best Practices template? Yes No
2. Which (if any) template did you use to complete your Best Practices? Alta Other
3. Do you self certify? Yes No If yes, please explain:

4. Is your agency a member of Alta? Yes No If yes, please provide #: _____
5. If no, does your agency pay an annual licensing fee to use ALTA's forms? Yes No
6. What software vender is used for closing / escrow reconciliations? _____
7. What software vender is used for title production? _____
8. Do you use any independent, contract, or witness closers? Yes No
9. If yes, please answer the following questions:

Name: _____ Office Location: _____
 Do you have proof they are licensed: Yes No Insured/Bonded: Yes No
 Name: _____ Office Location: _____
 Do you have proof they are licensed: Yes No Insured/Bonded: Yes No
 Name: _____ Office Location: _____
 Do you have proof they are licensed: Yes No Insured/Bonded: Yes No

10. Do you obtain out-of-county searches from other title companies? Yes No

11. If yes, please answer the following questions:

Name: _____ Office Location: _____

Do you have proof they are licensed: Yes No Proof of their E & O Insurance: Yes No

Name: _____ Office Location: _____

Do you have proof they are licensed: Yes No Proof of their E & O Insurance: Yes No

12. Do you have an Affiliated Business Arrangement with any other company? Yes No

13. If yes, please answer the following questions:

Name of company: _____ Relationship: _____

Name of company: _____ Relationship: _____

14. Do you have a data backup plan in the event of a disaster? Yes No

15. If yes, please answer the following questions:

How is your data backed up? _____

How often is your data backed up? _____

Where is your backed up data stored? _____

How often, if any, do you test your backed up data? _____
