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#4 Settlement Policies and Procedures

**SAMPLE WRITTEN POLICY: Settlement Policies & Procedures - Pricing Procedure**

1. When rate change bulletins are issued according to the North Carolina Title Insurance Rating Bureau, the software provider (Softpro Corp., Ramquest, etc.) is contacted to confirm that they have been notified by the underwriter and will have the proper updates made to the software. Updates will be downloaded timely.
2. On each title order, commitment invoices are reviewed to assure correct fees are being charged for policy premiums, state specific fees, and endorsements.
3. Applicable rate discounts, such as Simultaneous Issue and Refinance Rates are calculated and charged when appropriate.
4. A written record of all rate calculations is kept in the file.