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| #1 LicensingEstablish and maintain current license(s) as required to conduct [the business of title insurance and] settlement services. |

# Sample Licensing Checklist

# This sample is designed to help you develop the plans and procedures which demonstrate that your business meets or exceeds the ALTA Best Practices. It is intended to be used as a starting point and should be customized to suit the specific needs of your law firm.

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| --- | --- | --- | --- | --- |
| ISSUE | ACTIONS | NOTES | PERSON RESPONSIBLE | DATE COMPLETED |
| Knowledge, maintenance and compliance with state regulations regarding applicable ***business*** licenses | * Establish list of required business licenses
* Confirm appointment status with State Bar and
* Approval status with underwriter(s)
* Maintain an electronic or paper file with a log of licenses, expiration dates and copies of licenses for quick reference
* Calendar appointment renewals
 |  |  |  |
| Knowledge, maintenance and compliance with state regulations regarding applicable ***individual*** licenses | * Establish list of individual licenses
* Confirm license status with State Bar
* Confirm approval status with underwriters
* Maintain an electronic or hard copy folder with a log of licenses, expiration dates and copies of licenses for quick reference
* Calendar appointment renewals
* Notify underwriter(s) when an attorney leaves your firm
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