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#5 Title Production
Adopt and maintain written procedures related to submitting final title opinion, documents and premium to title insurer in order to obtain timely issuance of title insurance policies post-closing.

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| PurposeAppropriate procedures for the delivery of final title opinions, documents and premiums to the title insurer ensures attorneys meet their legal and contractual obligations under the lender’s written closing instructions. |
| What You Should KnowOne issue lenders funding and selling loans have is primarily with the timely delivery of title policies and completion of post-closing requirements. Lenders are becoming more aware of the importance of the final policies and are enlisting the aid of title insurance underwriters to follow up on missing title insurance policies. Attorneys who are consistent offenders may notice a decrease in business from that lender.Title Examination and Certification[Real Estate Lawyers Association of North Carolina Standards of Practice May 9, 2011](http://www.relanc.com/standards-of-practice.htm)Join the [NCBA Real Property Section](http://realproperty.ncbar.org/).Participate in seminars on both Real Property practice as well as Practice Management. Don’t just document your procedures, use this opportunity to review and revise your procedures. The more efficient and scalable your procedures are, the better you will be able to handle the ebbs and flows of title examinations and opinions without hiring and firing. |  | Issues to Consider and Discuss* How close is your office to complying with the recommendation of delivering final opinions, documents and premium to title insurers in sufficient time for issuance of policies within 30 days post-closing? What needs to be addressed in the written procedures to incorporate into your day to day, weekly and monthly workflow to improve to meet that expectation?
* How do you track that information?
* Who is responsible for making sure the procedures are being adhered to?
* If you are falling short, what can you do to improve?
* How will you communicate the ***adopted*** written procedures to your employees?
* Establish training to ensure compliance to affected employees. Document employee training.
* Develop a written process (see attached sample) to outline how to implement the written policy based on day to day operations/workflow.
* Establish law firm internal monitoring process to ensure ongoing compliance in the workflow.
* Title examination standards and ongoing CLE and CPE.
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