

Checklist of Required Attachments to Agency Application

- Copy of Articles of Incorporation or LLC Agreement
- Copy of Charter (VA)
- Copy of Title Insurance Licenses
 - Company
 - Individuals
- Copy of Tax Return/Balance Sheet/Profit & Loss Statement
- Copy of E & O Declaration Page
- Copy of Professional Liability Declaration Page
- Copy of Bonds
 - Surety
 - Fidelity
- CRESPA Registration from the Virginia State Bar (VA)
- Copy of Abstractor's E & O Policy
- Remittance History to Previous Underwriter(s)

If conducting settlements, please provide the following:

- Escrow Account Information (Most recent 3-month period)
 - Bank Reconciliation's and Bank Statements
 - Outstanding Check Lists
 - List of Deposits in Transit

❑ Trial Balance