

## **TITLE COMPANY STATISTICAL REPORT INSTRUCTIONS AND DEFINITIONS FOR AGENTS STATE OF WASHINGTON**

All title insurance agencies, whether independent (non-affiliated) or affiliated, must complete a separate Title Company Statistical Report for each county where you have had transactions in the state of Washington. The reporting county should be selected from the pull-down menu on the form. Each report must include all activities of an agency relating to property within the reporting county. For items that cannot be directly attributed to a specific county, the amount reported for each county should be calculated according to the proportion that premiums for the reporting county bear to the premiums for all counties in Washington.

If you are not affiliated by ownership with an authorized title insurer, please use the independent agent form.

### **1—Title orders opened**

Enter total number of title insurance orders opened in the reporting period for the reporting county.

### **2—Title orders in which a policy was issued**

Enter total number of orders completed in the reporting period for the reporting county regardless of when the orders were opened.

### **3—Title orders cancelled as determined using WAC 284-29-260(10)**

Enter total number of orders cancelled as determined using WAC 284-29-260(10) during the reporting period for the reporting county.

### **4—Number of non-insurance title products produced**

Enter the number of non-insurance title products produced by reporting entity or individual during the reporting period on properties in the reporting county. (A “non-insurance title product” is any product produced by the reporting agent which is intended for some use other than a title insurance commitment or policy. Examples of a non-insurance product are ownership and encumbrance reports (O&Es), property profiles, abstracts, opinions, etc.)

### **5—Searches billed to third parties**

Enter the number of searches performed for parties other than reporting entity or individual (e.g., searches performed for another title entity) during the reporting period on properties in the reporting county. (A “search” is any search report prepared specifically for the purpose of producing a commitment for the issuance of a title insurance policy. Do not include searches performed for abstracts, property profiles, guarantees, or other products that are not specifically intended for title insurance policies.)

### **6—Searches purchased from third parties**

Enter the number of searches purchased by the reporting entity or individual from another entity during the reporting period for the purpose of the issuance of a title insurance policy in the reporting county. (A “search” is any search report prepared specifically for the purpose of producing a commitment for the issuance of a title insurance policy. Do not include searches performed for abstracts, property profiles, guarantees, or other products that are not specifically intended for title insurance policies.)

### **7—Settlement, escrow, or closing transactions conducted**

Enter total number of settlement/escrow/closing transactions conducted during the reporting period in the reporting county. (A “settlement/escrow/closing transaction conducted” is when an agent is acting as a settlement agent throughout the closing process.)

### **8—Settlement, escrow, or closing transactions in which a title policy was not issued**

Enter total number of settlement/escrow/closing transactions conducted in which title insurance was not issued (i.e. “courtesy closings,” escrow only, etc.) during the reporting period in the reporting county. (A “settlement/escrow/closing transaction conducted” is when an agent is acting as a settlement agent throughout the closing process.)

### **9—Title policies issued**

Enter total number of title insurance policies issued in reporting period for the reporting county. All policies insuring title to real property must also be classified as either residential or non-residential below. (For total number of policies, include simultaneously issued policies as a single policy. For example, if a transaction consisted of both an owners and a lenders policy, these should be counted as one policy. Likewise, refinance orders with two policies should be counted as one policy.) This number should agree with line 2 and equal the sum of lines 10 and 11.

### **10—Residential policies issued**

From line 9, enter number of policies that were classified as residential. “Residential policies” means title insurance policies that insure the title to real property having a house, individual condominium unit, mobile home permanently affixed to real estate, or other dwelling unit intended principally for the occupancy of from one to four (1-4) families, but does not include multi-family structures intended for the use of 5+ families, undeveloped lots, or real estate intended principally for business, commercial, industrial, religious, educational, or agricultural purposes even if some portion of the real estate is used for residential purposes. On line 10a, enter the number of such policies in which the title agent conducted the settlement, escrow, or closing of the transaction.

### **11—Non-residential policies issued**

From line 9, enter number of policies that were classified as non-residential. “Non-residential policies” means title insurance policies on properties that are NOT “residential policies” as described in line 10 above. On line 11a, enter the number of such policies in which the title agent conducted the settlement, escrow, or closing of the transaction.

### **12—Written premium**

Enter total amount of gross title insurance premium written in the reporting period in the reporting county for all underwriters.

### **13—Premium remitted to title insurers**

Amount of premium remitted to all underwriters during the reporting period for the reporting county. (This amount should be entered as a negative number.)

### **14—Settlement, escrow, and closing income**

Enter amount of settlement/escrow/closing income during the reporting period in the reporting county.

**15—Title examination income**

Enter title examination income not included in premiums during the reporting period (and not included in line 12) in the reporting county. Additionally, amounts charged to a third party for examination services should be included here.

**16—Abstract and search income**

Enter abstract/search income not included in premiums during the reporting period (and not included in line 12) in the reporting county. Additionally, amounts charged to a third party for abstract/search services should be included here.

**17—Income from cancelled orders**

Enter income received from cancelled orders (i.e. cancellation fees, charges for services already performed, etc.) during the reporting period (and not included on lines 12, 13, 15, or 16) in the reporting county.

**18—Investment income**

Enter investment income during the reporting period.

**19—All other income**

All other income not reported above.

**20—Total income**

Enter the sum of lines 12 through 19.

**21—Employees' compensation**

Enter the amounts paid for employee compensation otherwise reported for all W-2 employees during the reported period. "Employee compensation" includes salaries, bonus, commissions, overtime, pay while on leave, dismissal allowance and other similar items paid to employees.

**22—Payroll taxes**

Enter amounts incurred for payroll taxes during the reporting period.

**23—Employee benefits**

Enter amounts incurred for employee benefits in the reporting period, not otherwise reported on line 19, for all W-2 employees.

**24—Contract labor**

Enter amounts paid to 1099 contractors during the reporting period.

**25—Rent, utilities, and repair**

Enter amounts incurred for rent, utilities, equipment, and repairs during the reporting period.

**26—Title plant expense and maintenance**

Enter amounts incurred for title plant maintenance or subscription fees during the reporting period.

**27—Abstract and search expenditures**

Abstract/search fees paid to other entities during the reporting period.

**28—Computer and software**

Enter amounts incurred for computer and software expenses (net of depreciation, if claimed on yearly taxes) during the reporting period.

**29—Business insurance**

Enter the amount incurred for business insurance costs during the reporting period.

**30—Business legal**

Enter business legal expenses incurred during the reporting period. (**Note:** Do not include legal expenses for claims or losses here.)

**31—Accounting**

Enter accounting expenses incurred during the reporting period.

**32—Licenses, taxes, and fees**

Enter the amount incurred for licenses, taxes, and other governmental fees incurred during the reporting period. (**Note:** Do not include recording charges or federal income taxes here.)

**33—Marketing and sales**

Enter the amount incurred for marketing and sales expenditures (if not included as reimbursements in wages) during the reporting period.

**34—Travel and lodging**

Enter the amount incurred for travel and lodging expenses during the reporting period.

**35—Employee education**

Enter the amount of employee education expenses paid during the reporting period.

**36—Bank charges**

Enter the amount of unreimbursed bank charges paid during the reporting period.

**37—Charge offs**

Enter accounts receivable charge-offs during the reporting period.

**38—Miscellaneous expenses**

Enter miscellaneous expenses including depreciation (e.g. office supplies) during the reporting period.

**39—Title losses paid and not reimbursed by underwriter or included in underwriter loss reserves**

Enter total amount of title losses paid by the reporting entity, net of recoupment, during the reporting period and in the reporting county that were not reimbursed by an underwriter or anticipated to be paid from the underwriter's policy loss reserves. Do not include legal expenses incurred as a result of claim investigation or settlement of reporting entity's title losses. Enter legal expenses on line 41.

**40—Abstract/search losses (from abstracts/searches sold)**

Enter total amount of losses paid during the reporting period in the reporting county resulting from abstracts or searches performed, not otherwise included in line 38, and not paid from the underwriter's policy loss reserves.

**41—Title loss-related legal expenses**

Enter total amount of title loss-related legal expenses paid during the reporting period in the reporting county, not otherwise included in line 39, and not paid from the underwriter's policy loss/expense reserves.

**42—Deductibles Paid**

Enter total amount of all underwriter claims-related deductibles paid during the reporting period in the reporting county.

**43—Federal income tax incurred**

Enter the amount of federal income tax incurred for the reporting period. This amount may be a state total allocated by county in proportion to premium or income.

**44—Other expenses**

Enter all other ordinary and necessary expenses incurred during the reporting period in the reporting county which are required to operate.

**45—Total expenses**

Enter the sum of lines 21 through 44.

**46—Estimated average cost to issue a title insurance commitment in the reporting county**

The entry for line 45, divided by line 1, the number of title insurance commitments issued in the reporting county.

**Written premiums by title insurer**

Please list each title insurer with which you have placed title insurance for the reporting county during the reporting period. The sum of the written premiums listed in the first section should agree with line 12. The sum of the written premiums remitted to insurers listed in the second sections should agree with line 13.