

Policies and Procedures
Licensing

Purpose	<p>To document mandated insurance licenses and corporate registrations (as applicable) so that Thomas C. Santoro Title Services, LLC is able to remain in good standing with each state(s) in which they conduct business.</p>
Scope	<p>These policies and procedures are for all of Thomas C. Santoro Title Services, LLC (hereafter referred to as “The Company”) locations including all satellite offices. These procedures are to be followed by all employees and independent contractors where applicable.</p>
Procedures	<p>Licensing</p> <p>The Company maintains active agency (business entity) licenses as well as agent (employee, owner, producer, notary) licenses. When necessary, the Company also maintains active non-resident state licenses.</p> <p>The following people are licensed in accordance with state specific <u>(insert reference to applicable state statute, for example Neb. Rev. Stat. 44, 4047-4066)</u> regulations:</p> <ul style="list-style-type: none"> • Persons who give rate quotes; Trina M. Larsen • Persons who discuss coverage and exceptions; Trina M. Larsen • Persons who make underwriting decisions; Trina M. Larsen • Persons who sign commitments; Trina M. Larsen • Persons who sign policies; Trina M. Larsen <p>A tracking report is maintained by the account manager as a monitoring control and periodically reviewed by the office manager to help ensure the appropriate business professionals are licensed and renewed when necessary.</p> <p>Licensed individuals, along with their active licenses, have been communicated to each underwriter. The underwriter is notified when a license becomes inactive.</p>

	<p>Licensed individuals maintain the necessary continuing education requirements including any necessary ethics requirements. Documentation is maintained to evidence the requirements have been met.</p> <p>The Company maintains and has on file the appropriate American Land Title Association Policy Forms License.</p>
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Contact Officer	<i>Trina M. Larsen</i>
Date Approved	<i>June 2022</i>
Date of Commencement	<i>June 2022</i>
Amendment Dates	
Date for Next Review	<i>June 2023</i>
Related References and Links	<ul style="list-style-type: none"> • <i>'License Monitoring Tracking Report' is kept in a file in the file room.</i> • <i>The completed continuing education materials for each licensee are kept with the Florida Bar association.</i> • <i>The active licenses (agency and agent) are kept in our office and with the Florida Bar Association.</i>