

ATGF AGENT UPDATE



January 22, 2018

Notice of ATGF's guidelines and requirements for issuance of the ALTA Homeowner's Policy

The ALTA Homeowner's Policy may be used on purchase transactions, improved property in a platted subdivision, a completed family residential subdivisions, a completed residential condominium unit or improved. **Not applicable for construction loans or property that is vacant land.** The Proposed Insured must be a "natural person." No corporations, LLCs, or other entities.

ATGF requires these steps:

1. Issue only on single family residence or residential condominium (not manufactured housing).
2. Issue only if improved. Verify by review of tax/assessment search. If search does not reflect improvements, inspect the property.
3. Issue only on bona fide sale, not existing ownership by insured.
4. The subdivision should be a platted subdivision.
5. Issue only on (a) a platted lot or (b) condominium unit. Do not issue on metes and bounds or other property without underwriter approval or unless you can determine that the metes and bounds description does not violate subdivision map requirements.
6. Verify by tax/assessment search that the land includes the single family residence with address to be shown in Schedule A.
7. Verify with homeowners association that assessments are paid current, that there are no known restriction violations and that any right of first refusal will not be exercised in current transaction (if there is a right of first refusal).
8. Verify no pending or current construction ongoing.
9. Verify that all bills paid on any prior construction within lien period.
10. If map of land attached (not required on policy), verify that description is same as Schedule A description.
11. Verify by review of restrictions/covenants that the land may be used as a residence.
12. Except as provided above, no survey or inspection is required.
13. Do your normal search.
14. If necessary, require seller to execute Homeowners' Affidavit and customary affidavit of debts and liens.

We appreciate your loyalty and the great work you do. Let us know if you have any questions.

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