



ALTA Settlement Agent Approval Policy

Effective October 2, 2015, all settlement or closing agents and title companies providing services for residential mortgage loans originated, brokered to, or purchased by Triumph Mortgage must have in place a current certification as provided via adherence to the **American Land Title Association (ALTA) Title Insurance and Settlement Company Best Practices Framework** in its most current version.

This certification is required as a condition for becoming an approved Settlement Agent or Title Company vendor for Triumph Mortgage. Unapproved Settlement Agent or Title Company vendors may not provide services for any loans having an initial application date later than October 2, 2015.

Settlement Agent or Title Company vendors seeking approval are required to submit the following Third Party Vendor Due Diligence Package when seeking approval with Triumph Mortgage:

1. Settlement Agent/Title Company Application
2. Insured Closing Letter naming Triumph Mortgage as principal beneficiary
3. ALTA Best Practices Framework: Certification Package Agency Letter on company letterhead, signed by an authorized officer and with exact language as provided in ALTA guidance template.
4. ALTA Best Practices Framework: Certification Package Certificate signifying certification as audited by a Certified Public Accountant or similar auditing firm with requisite experience in auditing like entities.
5. Errors and Omissions Insurance or Professional Liability Insurance certificate provided by an AM Best Rated Insurance Company carrying a current rating of "A" or better with a per-occurrence minimum coverage amount not less than \$1 million.

Submit package to:
Triumph Mortgage
ATTN: Alexandra Derrick
1125 Schilling Boulevard East, Suite 100
Collierville, TN 38017

(Allow 10 business days from receipt of package at minimum for approval)

Approval of Settlement Agent or Title Company vendors will expire 24 months after the effective date of the ALTA Best Practices certificate.

Settlement Agent Application

Settlement Agent Information	
Company Name:	
Address:	
Phone:	
Point of Contact Person:	
Title Contact Person:	
Phone:	
Email:	

Title Agency Information	
Title Agency:	
Title Agency Contact:	
Phone:	
Email:	

Number of Real Estate Transactions Closed	
Past 12 Months	
Past 24 Months	

E&O Insurance	
Company Name	
Coverage Amount	
Expiration of Coverage	

Markets Served Please List By County	