

# Add on to **TAKE OFF**

How Ancillary Products Can  
Save Your Title Agency Time & Money



PRESENTED BY  
TITLEWAVE REAL ESTATE SOLUTIONS



2.

## ADD ON to TAKE OFF!

### *How Ancillary Products Save Time & Money*

Think of running a title agency like riding a surfboard. Some days, you catch just the right wave. Your balance is perfect. You feel at one with the ocean. Everything is, well, just awesome, dude.

Now imagine if, just as you are about to take off on your surfboard, a huge boat comes by and causes an enormous wake. Your board tilts, and with a tremendous splash, you wipe out. Some days running a title agency is like that, too, isn't it?

If you're already riding the wave by ordering your title evidence through TitleWave Real Estate Solutions, you can easily add on ancillary products and services to help you balance not just your surfboard, but also your bottom line. That's right, Bro's and Betty's, along with your order for an FNF Family of Companies-backed Title Search Report (TSR), you can add on ancillary products and services to make your agency take off!





## Catch the Wave!

There's no more room on your surfboard for non-revenue generating activities. After all, time is money.

There is a better way. Offload the time-consuming tasks.

**HOA  
ESTOPPELS**

**MUNICIPALS**

**POLICY  
TYPING**

These tasks and procedures are all necessary parts of doing business. Yet here are a few questions to consider:

- Is performing these functions the highest and best use of staffing budget dollars?
- Does it matter who is performing these functions as long as it's done well?
- Does doing it yourself help mitigate risk or just add more liability to your worries?
- Does doing it yourself differentiate you from your competitor?





## UNCOVER HIDDEN DANGERS

The TSR is comprehensive and essential, but your ride doesn't stop there. In certain circumstances, you need additional documentation to clear title to fully protect and insure your interests, and the interests of your customers. Here's how:

### HOA ESTOPPELS

If the contract for the property you're closing shows an HOA, or if the TSR reveals that there are covenants, conditions and restrictions on the property indicating an HOA, an HOA Estoppel is recommended. The HOA Estoppel alerts you to any outstanding:

- Dues from the homeowners associations or sub-associations
- Fees or unpaid assessments
- Liens against the property

This class of liability is not public record and therefore may not show up in the TSR. In addition, prepaid HOA fees by the seller will need to be prorated and reimbursed to the seller at closing.

The steps needed to track down this information is arduous, at best.





## MUNICIPALS

Many municipal debts are not recorded and therefore won't be reflected on the TSR. Unpaid utility bills, code enforcement violations, open permits and outstanding special assessments all pose risks to buyers, and therefore, to you. Vetting out sources for all of these potential issues, especially in markets or regions that are outside your daily scope of operation, can be a real headache. Let's dive a little deeper to show you how.



### Code enforcement Violations

Unpaid fines could be accruing. How would you know if left unchecked? We contact the code enforcement department so you are sure.



### Unpaid Utility Bills

Water, stormwater, sewer and garbage/recycling may be billed by many different entities. Unpaid bills or outstanding balances figure into your final closing documents and impact the buyer's bottom line.



### Permits

When neglected, an open or expired permit can cost a property owner money in fees or fines, or diminish their ability to obtain new permits in the future. Contacting local building departments takes time and effort.



### Special Assessments

Assessments for public infrastructure projects, while rare, are often hefty charges. Consider the cost of new roads, mandatory changes from septic to city water, stormwater issues or new street lights. If left unpaid, these fees could be devastating to a property buyer. If these assessments are not listed on a non-ad valorem tax bill, additional research may be required.



## TAX CERTIFICATES

Tax information is complex. Taxing jurisdictions, exemption amounts, and tax rates are crucial pieces of information you will need to close. Delinquent taxes, penalties, interest, and any known costs and expenses due to the collecting authority on a property must be rectified before your customer signs or you could be liable.

Reasons Why Homebuyers Need a Tax Certificate:

- To determine what should be collected, paid and prorated at closing
- To verify what taxing districts a property is located within
- To verify which (if any) municipal utility providers are paid through the property taxes
- To uncover any debt owed to a municipality that may not be recorded as a lien yet
- To show any tax liens on the property

How does your staff determine the taxing authorities for a property, especially in a new region? Or, more importantly, do they actually have time to search out that information?





## UNDERWATER HAZARDS

Yeah, you know, those files under your closer's desks?

### POLICY TYPING

Title insurance is what you sell, but typing and delivering the policy is often the lowest priority in the entire closing process. The deal has closed, the customer is happy, and you've been paid. It may be the most important step that often gets pushed to the side in the rush of tomorrow's closing. Hard deadlines loom. We see that pile underneath your desk.

Don't go into the office on Saturday to pound out the work left unfinished. Enjoy the day at the beach instead and hang loose. Policy typing services can help you avoid the backlog and keep you paddling out for future business.





8.

Ready to gain balance, make room on your surfboard and ride the wave? Go ahead, add on TitleWave ancillary services and watch your agency take off!

Contact TitleWave Real Estate Solutions today!



[WWW.TITLEWAVERES.COM](http://WWW.TITLEWAVERES.COM)

- i. \*The TitleWave title search report (TSR) is an insured title search when used to issue FNF family commitments and policies.
- ii. \*TitleWave will be responsible for errors and omissions on the TSR that caused an actual loss as a result of issuing a FNF family of companies title commitment and policy.
- iii. \*Losses will be limited to the amount of the policy.