

Penn Attorneys Title Insurance Co.'s

Policy Payment and Final Reporting Guidelines

1. Keep your Approved Attorney account "CURRENT"
 - a. Remit the Title Insurance Premium within 30 days of the closing
 - b. Remit Final Paperwork within 60 days of the closing
2. Promptly notify us of cancellations. Within 30 days of the cancellation of a transaction:
 - a. Notify Penn Attorneys in writing
 - b. Pay the \$25.00 cancellation fee
 - c. Return the following documents to cancel the premium:
 - i. Original Instant Policy or Commitment
 - ii. Original Closing Protection Letter
3. If the above cannot be accomplished, submit a *DELAY OF FINAL PAPERWORK* form