

POLICY IN FORCE STANDARDIZED DATA REQUEST
Title Line of Business

Contents: This file should be downloaded from the company system(s) and contain one record for each title policy issued in [applicable state] at any time during the examination period.

For any fields where there are multiple entries, please repeat field as necessary.

Uses: Data will be used to determine if the company follows appropriate procedures with respect to the issuance and/or underwriting of title policies in [applicable state] within the scope of the examination.

- Cross-reference with the claims data file to validate the completeness of the in force file; and
- Cross-reference to state (s) licensing information to ensure proper agent licensure.

Field Name	Start	Length	Type	Decimals	Description
CoCode	1	5	A		NAIC company code
PolPre	6	3	A		Policy prefix (Blank if NONE)
PolNo	9	20	A		Policy number
PolSuf	29	3	A		Policy suffix (Blank if NONE)
PolTyp	32	1	A		Type of policy (Presumably an alphabetic character such as O, M, L, S) Please provide a list to explain any codes used
PolTyp2	33	1	A		Reissue (Y/N)
PolForm	34	10	A		Policy form number as filed with the insurance department
ClsFilNo	44	10	A		Closing file number
PropTyp	54	15	A		Property type – residential or non-residential
LiabAsmd	69	10	N	2	Amount of liability assumed
PolAmt	79	10	N	2	Dollar limit of coverage
FileNo	89	10	A		File identifier assigned by agent or company’s issuing office (order number)
SalePrc	99	10	N	2	Sale/Purchase price of subject property
LoanAmt	109	10	N	2	Loan amount
CommitDt	119	10	D		Date commitment issued [MM/DD/YYYY]
CloseDt	129	10	D		Date transaction closed [MM/DD/YYYY]
EffDt	139	10	D		Effective date of policy [MM/DD/YYYY]
PollssDt	149	10	D		Date policy issued/delivered to insured [MM/DD/YYYY]
DRecDt	159	10	D		Date deed is recorded [MM/DD/YYYY]
DPrsDt	169	10	D		Date deed was presented for recording [MM/DD/YYYY]
DisbDt	179	10	D		Disbursement date [MM/DD/YYYY]

Field Name	Start	Length	Type	Decimals	Description
AgCode	189	6	A		Company internal agent, CSR, or agency identification code Please provide a list to explain any codes used
NPN	195	6	A		National producer number
AgFirst	201	15	A		First name of agent
AgMid	216	15	A		Middle name of agent
AgLast	231	20	A		Last name of agent (or agency name, if applicable)
AgStat	251	15	A		Status of agent, CSR or agency appointment (active, inactive, terminated, etc.)
AgAddr	266	25	A		Agent's, CSR's or agency's street address
AgCity	291	25	A		Agent's, CSR's or agency's city
AgSt	316	2	A		Agent's, CSR's or agency's state abbreviation
PrZip	318	9	A		Agent's, CSR's or agency's ZIP code
RiskRate	327	10	N	2	Total premium charged for the policy per company filed rates as defined by [Insert statutory citation here]
RateClas	337	10	N		Risk rate classification
BasPrmCr	347	10	N	2	Basis for premium credit/loan payoff – prior
AgRetPrm	357	10	N	2	Amount of premium retained by the agent or agency
RemitPrm	367	10	N	2	Premium remitted by agency to insurer
CPFee	377	10	N	2	Closing protection fee
TSchgs	387	10	N	2	Title service charges
ClosChgs	397	10	N	2	Closing charges
TranCode	407	5	A		Transaction code
RemitDt	412	10	D		Date premium remitted to insurer [MM/DD/YYYY]
LendName	422	50	A		Full name of lender insured by policy (if applicable)
OwnFirst	472	15	A		First name of owner insured by policy (if applicable)
OwnMid	487	15	A		Middle name owner insured by policy (if applicable)
OwnLast	502	20	A		Last name of owner insured by policy (if applicable)
PropAddr	522	25	A		Address of subject property
PropCity	547	20	A		City of subject property
PropSt	567	2	A		State of subject property
PropZip	569	9	A		ZIP code of subject property
PropCty	578	20	A		County of subject property
SellName	598	50	A		Name of seller of subject property
RealEst	648	50	A		Name of real estate agent involved in transaction
NewConst	698	1	A		Subject property a new construction (Y/N)
Endorse	699	1	A		Endorsements issued (Y/N)
Ref	700	1	A		Refinance transaction (Y/N)

Field Name	Start	Length	Type	Decimals	Description
Second	701	1	A		2 nd mortgage (Y/N)
EndRec	702	1	A		End of record marker. Please place an asterisk in this field to indicate the end of the record. This must be in the same character position for every record in this table.

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