- 4800 Falls of Neuse Road, Suite 400
- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
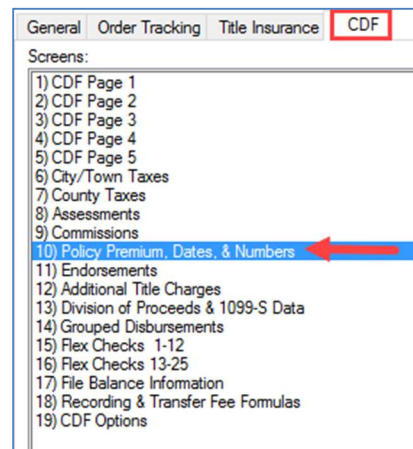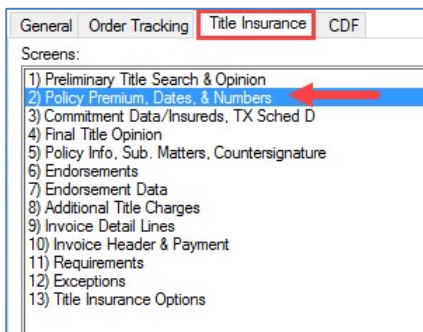- Web: www.softprocorp.com

USING TITLE INSURANCE RATE TABLES

This document will help you understand how to use your title insurance rate tables. At this point, your rate tables should be installed and ready for use. **It is your responsibility to review and test the rates SoftPro has prepared for you. Although we make every effort to ensure the accuracy of the information we provide to you, we highly recommend that you verify this information in your own environment. Please alert us to any inaccuracies that you identify so that we can make the needed corrections. Testing should cover the full spectrum of coverage amounts and premiums to ensure the formulas are calculating properly.** If you have any questions about the installation and setup of your rate tables, please call the SoftPro Solution Center at (800) 848-0143.
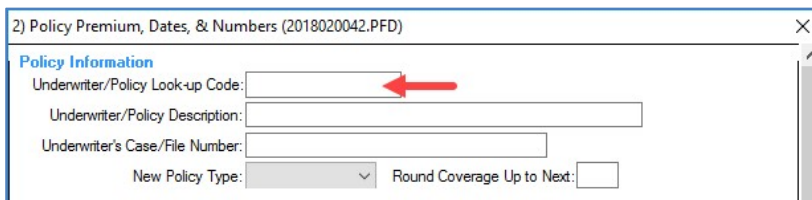
Policy Premium, Dates & Numbers Screen

The **Policy Premium, Dates & Numbers Screen** is where your policies are entered and the rate tables are used. Access the screen from the Title Insurance tab or the CDF tab.
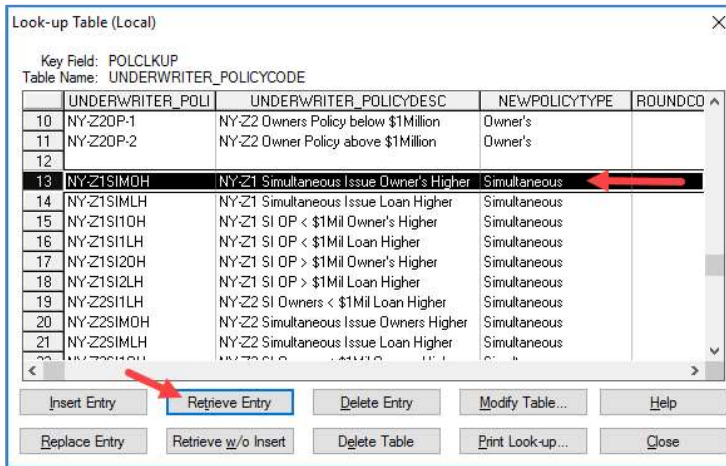

The **Policy Premium, Dates & Numbers Screen** has been designed to require very little information to be entered by the user. There are generally only 4 steps to complete this screen:

1.   Place your cursor in the **Underwriter/Policy Look-up Code:** field.
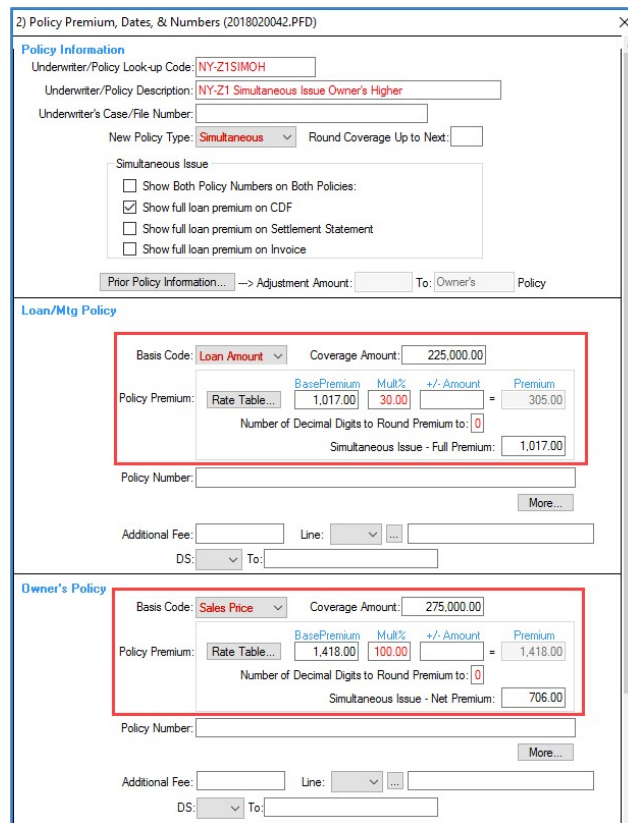

2.   Press **<F9>** to access the Look-up Table.

3.   Select the policy to issue and click **Retrieve Entry**.
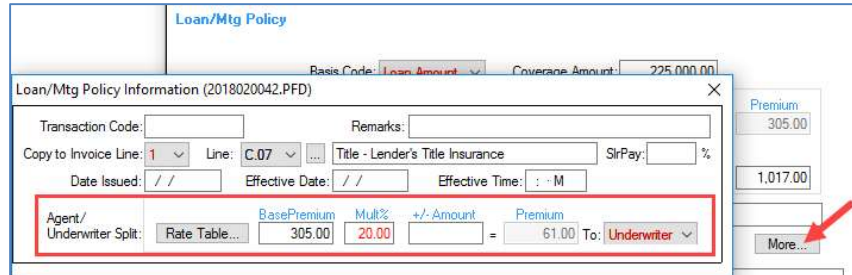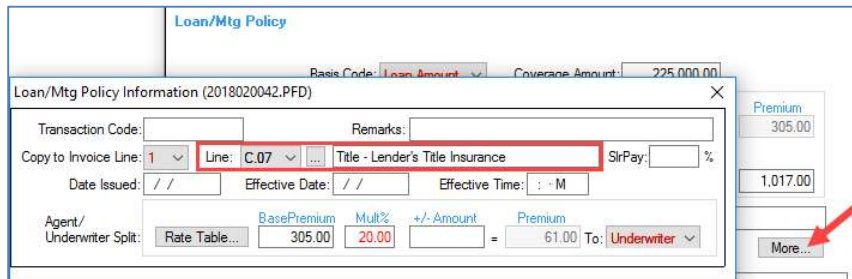

4.   Press **<Tab>** to move the cursor.

The premium(s) will be calculated and appear on the screen once you move the cursor out of the **Underwriter/Policy Look-up Code:** field. The **Loan Amount** and/or **Sales Price** that has already been entered in the file is used to calculate the premium.

The **Agent/Underwriter Split** will be calculated automatically. To view or edit the split, click the **More** button.
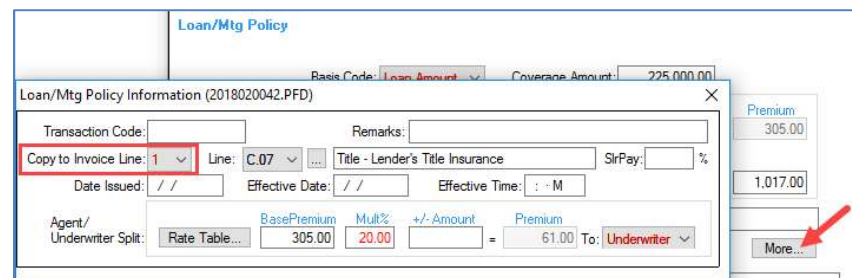

The premium(s) will push to the Closing Disclosure Form. View or edit the line or description by clicking the **More** button.

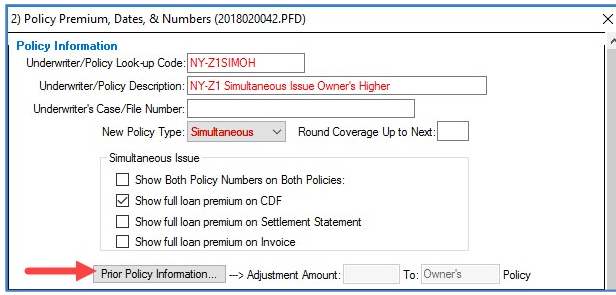> ___NOTE:___ _The default section title fees populate to on the CDF is set in the CDF Options screen._

The premium(s) will also push to the Invoice. View or edit the invoice line number by clicking the **More** button.

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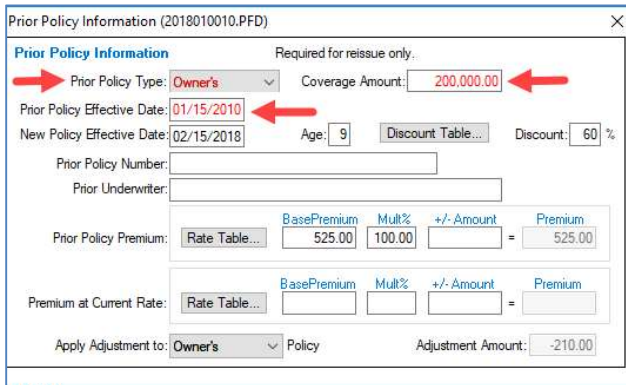- Web: www.softprocorp.com

Reissue/Refinance Rate:

To enter a policy that is receiving some sort of reissue or refinance rate, follow the same steps listed above, but add these additional steps:
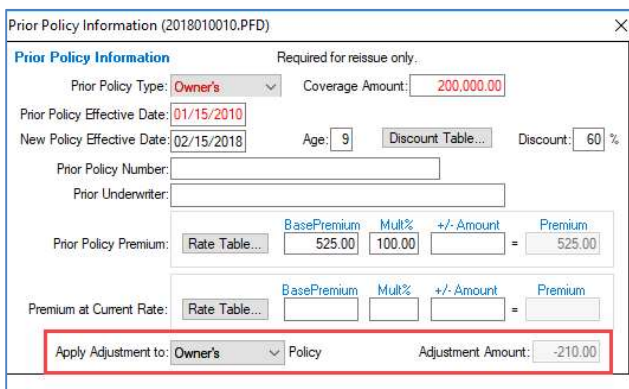
1. Click **Prior Policy Information**.

2. Complete the following required fields on the **Prior Policy Information** screen: **Prior Policy Type**; **Coverage Amount**; and **Prior Policy Effective Date**.

ProForm will compute the age of the prior policy and make the necessary adjustment to the new policy of your choice.

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Agent/Underwriter Split Troubleshooting:

If the Agent and Underwriter disbursements are not calculating correctly, verify the split is entered correctly in the Policy Premium, Dates & Numbers screen and the Default Payee is correct in the CDF Options screen.

In this example, thirty (30%) percent of the title premium should be paid to the **Underwriter**:

If the **Default 'to' name** is set to **Agent** in the **CDF Options** screen, the disbursements to the Agent and Underwriter will be correct.

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If the **Default 'to' name** is set to **Underwriter** in the **CDF Options** screen, the disbursements to the Agent and Underwriter will be incorrect.

If the **Underwriter** needs to be the Default Payee to show on the CDF, we will need to flip our Agent/Underwriter Split. In this example, we would change the split to seventy (70%) percent to the **Agent**.

Other

Sett. Agent (A)	DS: S	To:	Softpro Settlement Services, Inc.	Re: Settlement Agents Fees	708.75
	Address:	4800 Falls of Neuse Road, Suite 40 ◆	Raleigh, NC 27609		
Underwriter (U)	DS: S	To:	Fideltiy Title Insurance, Inc.	Re: Title Charges	303.75
	Address:	POBox 3488 ◆	Atlanta, GA 30008		