

## HOW TO FILE A TITLE INSURANCE CLAIM

### WHAT SHOULD I INCLUDE?

**Statement of the Claim:** Include a brief, specific explanation of your insurance claim.

**Property Information:** Include the full property address (this is required to begin a review of any claim request). If the street address is not available, please include the legal description or the Assessors Parcel Number of the property in question.

**Claimant Contact Information:** In order for the underwriter to respond to your claim request, please include your name, address, telephone number and email address, if available.

**Supporting Documents:** Please include a copy of the title insurance policy, copy of the final settlement statement or HUD 1, copies of supporting documents that you feel support your claim request.

### WHERE SHOULD I SEND THE CLAIM?

Review the portion of your policy stating “How to Make a Claim.” Submit the above information to the underwriter as mentioned in your title policy and address your claim to the Claims Department. Send your request through certified mail so that you can document and track the status of your claim.

Your claim will be handled by the claims department and may not be handled through a local title insurance branch. All questions should be directed to the claims department.