

READINESS CHECKLIST

It's a new way of doing business.



- ☐ Register for Fund Assembly
- ☐ Contact your lender to determine what the lender's requirements are
- ☐ Determine pricing for settlement and related fees and make available to clients
- ☐ Comply with ALTA's Forms Licensing requirements
- ☐ Compile list of licenses held by attorneys and staff members (Florida Bar, Licensed Title Agents, Notary, etc.)
- ☐ Draft your Best Practices Manual!
- ☐ Reconcile trust accounts monthly
- ☐ Keep checks in a secure, locked location
- ☐ Set up positive pay and ACH blocks
- ☐ Store and lock written and electronic real estate files while not in use
- ☐ Password protect all computers
- ☐ Make a file of all professional liability insurance declarations pages and surety and fidelity bonds
- ☐ Record electronically, if available, or no later than 2 days after closing
- ☐ Use Policy Express – Checkout by issuing policies at closing
- ☐ Designate a single point of contact for consumer complaints
- ☐ Create and keep a log of consumer complaints

