



Lighthouse Title Best Practices 1 – Licensing

Lighthouse maintains all company and employee Resident Producer licenses as mandated by State regulations to conduct the business of Title Insurance and Settlement Services.

Procedures:

- All appropriate personnel are licensed.
- Lighthouse maintains a database with all individual resident producer licenses as well as all company resident producer licenses.
- Annually Lighthouse maintains a spreadsheet of all individual licensees to our underwriters for appointment verification.
- Lighthouse reviews the State of Michigan Department of Insurance and Financial Services website to ensure proper appointments.
- Lighthouse coordinates all personnel changes to ensure that the underwriter and the state are properly notified when a licensee is no longer with our agency.
- Lighthouse has established and maintains appropriate compliance with ALTA's Policy Forms Licensing.
- Details and/or copies of licenses are available upon request.