Please complete this form, sign it and email the completed form to PolicyApprovalRequest@stewart.com with a copy to your underwriting contact, if applicable.

To: Stewart Title Guaranty Company Date:

From:

[Name of person requesting approval]

[Full name of title insurance agent/company/issuing office/division requesting approval]

[Location/address of requesting office. Please also include city and state.]

Your Telephone: Your Email:

Stewart Agent ID No., if applicable:

Title/File/Order No.

Subject Property Address:

[If an address is not available, please include city or county, state and ZIP code]

Project Name/Project Reference/Project Designation (“Re:”), if applicable:

Anticipated closing date, if known:

1. List the Policy Form(s), Type, Insured and Stewart’s Policy amount. THIS SECTION IS A REQUIRED FIELD. Please don’t leave it blank.

If a Policy Form is not identified, the form will be the 2006 ALTA Policy. Attach a copy of Commitment(s) and any pro forma(s).

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy Form (e.g., 2006 ALTA)** | **Type (e.g., Loan)** | **Proposed Insured** | **Amount** |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |

1. Description of Property (e.g., undeveloped, apartments, offices, etc.):

1. Describe: (a) transaction, and (b) purpose of financing (briefly, but in detail):

1. Title was searched and examined from to

[If to patent, please also insert the date. Please do not include the period covered by any Starter.]

5A. Starter, if any. Please specify:

Prior Company: Prior Effective Date:

Prior Policy (check at least one): Owner’s Policy Loan Policy Please attach a copy of the Starter(s).

5B. If this property was the subject of a prior overlimits approval, please insert the prior approval number:

1. Provide the following documents.

For ALL Transactions:

* Title Search (including schedules and documents)
* Closing Instructions
* Proposed Note and Mortgage
* For CONSTRUCTION Loans – provide:
	+ Mortgage Commitment Letter
	+ Term Sheet
	+ Loan Agreement
	+ Loan documents showing lender’s construction disbursement protocol
* Power of Attorney, IF request to insure transaction where ANY documents are signed under Power of Attorney

For PURCHASE Transactions:

* All of the above documents
* Signed Purchase & Sale Agreement
* Signed Deed
* MLS listing sheet for property
* If listing sale via online auction – Auction listing sheet
* Short Sale Approval Letter, IF short sale
1. If PURCHASE transaction, please complete the following:

|  |  |
| --- | --- |
| QUESTION: | ANSWER: Yes or NO, and explain as necessary  |
| Is the SELLER represented by counsel? (*If Yes, please identify counsel)* |  |
| Is this a Short Sale?  |  |
| Is the SELLER out of state?  |  |
| Other than mortgage payoffs, tax adjustment, and attorney fees, are any parties other than SELLER receiving proceeds/disbursements from SALE? (*If Yes, please provide list of payee and amount)* |  |
| Name/Identity of BUYER: |  |
| Is the BUYER represented by counsel? (*If Yes, please identify name of counsel)* |  |
| Is the property occupied? (*If Yes, please identify occupants*) |  |
| Was the property marketed on MLS?  (*state YES or NO, if NO, describe how Seller and Buyer were introduced.)* |  |
| Is there a mortgage broker involved? (If *YES, please identify name and company)* |  |
| Will any documents be signed under POA (*If YES, specify which documents*) |  |
| Will document execution/notarization by conducted by you? (*If NO, please specify who will be overseeing document execution and notarization)* |  |

1. If a REFINANCE transaction, please complete the following:

|  |  |
| --- | --- |
| Have you closed other transactions with this BORROWER or principals of the borrower? (*state Yes or No)*  |  |
| Is this a cash-out refinance? *(state Yes or No)* |  |
| Is there a mortgage broker involved? (If *YES, please identify name and company)* |  |
| Will any documents be signed under POA? (*state Yes or NO, if YES, specify which documents)* |  |
| Will document execution/notarization by conducted by you? (*If NO, please specify who will be overseeing document execution and notarization)* |  |

1. Describe grantor/mortgagor (e.g., person, entity) and authority (e.g., power of attorney, corporate resolution, approval by shareholders, partners or members, etc.):

10A. Describe any conflict of interest or potential conflict of interest. A blank will be deemed “NONE”:

10B. If the Issuing Office is an agent, please provide the names of all officers of the agent and all principals of the agent that own 10% or more of the agent. A blank will be deemed “NONE”:

1. If endorsements are being requested, attach a list or click below:

[ALTA Endorsement List Supplement](https://www.vuwriter.com/content/stewart/virtualunderwriter/en/forms/2017-3/alta-endorsement-supplement-to-the-stg-request-for-approval-to-i.html)
Does this file involve the following? (If applicable, write “YES” and describe the circumstances. Please note: a blank will be deemed “NO”):

 A construction loan?

 Broken-priority (e.g., early start) or no-priority? If so, please describe underwriting:

NOTE: If no broken-priority, please explain:

 Recent construction performed or completed within the lien period? If so, please describe underwriting:

If not, how do you know?

 Request for Mechanic’s Lien Coverage? NOTE: If this transaction is a construction loan and if the total project cost (i.e., the loan amount plus other contributions) is equal to or greater than $30,000,000, please also complete [STG High Liability (Over $30 Million) Mechanic’s Lien Coverage Approval Request](https://www.vuwriter.com/content/stewart/virtualunderwriter/en/forms/2017-8/stg-high-liability--over--30-million--mechanics-lien-cover.html);

1. By signing this form, I represent that the transaction does not contain any other unusual risks or extra hazardous risks other than the involvement of Hard Money Lender. (If other unusual risk or extra hazardous risks exist – Complete STG Request for Approval to Issue Overlimits (Large Policy or Extra hazardous Coverage [revised 01-4-21], [STG Request for Approval to Issue Overlimits (Large) Policy or Extra Hazardous Coverage [Revised 01-04-21] | 2020-12 | Forms | www.virtualunderwriter.com](https://www.virtualunderwriter.com/en/forms/2020-12/stg-request-for-approval-to-issue-overlimits--large--policy-or-e.html)

NOTE: Underwriting approval is not approval of premiums or remittances. Pricing must be separately and specifically approved.

1. This policy will be issued by (must be completed):

 (a) an issuing agent authorized in the state, in compliance with state law; or

 (b) direct issue/home office, in compliance with state law.

1. From our examination of the Title and the foregoing, we are of the opinion that the requested Policy complies with Company Guidelines, including, but not limited to, those on Virtual Underwriter®, and can be safely issued in compliance with applicable state law, including any requirements relating to authorized and licensed signatories on the Policy.

The requested coverages and endorsements are allowed to be issued in the state, and the rates to be charged will comply with state requirements, and the amount remitted to the Company complies with our underwriting agreements.

Signature: Title Examiner/Chief Title Officer/Closer/Underwriter

Print Name: Title:

IF THERE ARE ADDITIONAL MATERIAL FACTS OR SUBSTANTIVE CHANGES OF CIRCUMSTANCES, OR IF ADDITIONAL COVERAGES ARE REQUESTED, YOU MUST OBTAIN WRITTEN APPROVAL. A COPY OF THE COMMITMENT OR TITLE REPORT MUST BE ATTACHED.

*Any approval received is NOT an approval for Reinsurance. If the Policy amount is $100,000,000.00 or larger, contact our Reinsurance Department, even if Reinsurance is not required, so that the transaction may be properly reported to management.*

*This form must be signed by your State Underwriter, Associate Senior Underwriter or other Stewart Underwriter before forwarding to the Senior Underwriting Committee.*

**SUPPLEMENT**

Please use this area if you need additional space.