



## INSTRUCTIONS FOR COMPLETING AGENCY APPLICATION FORMS

### Agency Application

This application form includes general agency information as well as escrow account information. If you do not perform escrow closings, please complete the Agency Application – Agency Information form. The form is to be completed and signed by an owner of the agency. Please make sure you complete all sections of the form, and if you need additional space please attach an additional page.

### Individual Addendum and Individual Disclosure, Authorization and Release (FCRA Compliant)

This form should be completed by any individual who owns 10% or more of the title agency, any officer, or control person as described on Page 2 of the Agency Application form. Our background checks do not include a credit check. But the background checks we run, still fall under the Fair Credit Reporting ACT (“FCRA”). A FCRA based background check helps to protect you from inaccurate information and provides a resource to dispute false information.

### Entity Application

This form should be used whenever 10% or more of the title agency is owned by another entity. Such as when a Corporation, Limited Liability Company or Partnership has an ownership interest in the title agency. For example: More than 10% of ABC Title Agency is owned by XYZ Investment, LLC, the form would contain information on XYZ Investments, LLC as the Owning Entity.

**Please note:** Any individuals who own 10% or more of an entity listed as an owner will also need to complete an Individual Application form.

### Affiliated Business Addendum

This form should be used only when there is a 20% or more common ownership between the title agency and another company that is in a position to refer business to the title agency.

**If you have any questions, please contact your Alliant National Agency Manager or the National Operations Center (NOC) at 1-303-682-9800.**