



# APPLICATION FOR ACTIVE MEMBERSHIP

All persons, and legal entities, licensed pursuant to Minnesota Law, (or if a title insurance company, qualified to do business in Minnesota); who are actively engaged in the business of abstracting, title insurance, and/or settlement services, in this state, shall be eligible for "Active" membership in this association, provided that said individuals or its officers/partners/members have a reputation for honest dealing and financial responsibility consistent with the demands of their business and who subscribe to and adhere to the Association's Bylaws and Code of Ethics.

### COMPANY INFORMATION

Company/Entity Name \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Web Site \_\_\_\_\_

#### Additional Contacts

1) Name \_\_\_\_\_ E-mail \_\_\_\_\_

2) Name \_\_\_\_\_ E-mail \_\_\_\_\_

3) Name \_\_\_\_\_ E-mail \_\_\_\_\_

### TYPE OF ENTITY (CHECK ALL THAT APPLY)

- Individual
- Corporation
- LLC
- Sole Proprietorship
- Partnership
- LLP
- Title Insurance Underwriter qualified to do business in Minnesota

### LICENSE INFORMATION (COMPLETE ALL THAT APPLY)

MN Abstracter License No. \_\_\_\_\_

MN Real Estate Closer License No. \_\_\_\_\_

MN Title Insurance Agent License No. \_\_\_\_\_

MN Insurance Agency License No. \_\_\_\_\_

Other: \_\_\_\_\_

### UNDERWRITER APPOINTMENTS (CHECK ALL THAT APPLY)

- Attorneys' Title Insurance Fund, Inc.
- Chicago Title Insurance Company
- Commonwealth Land Title Insurance Company
- Entitle Insurance Company
- Fidelity National Title Insurance Company
- First American Title Insurance Company
- Old Republic National Title Insurance Company
- Stewart Title Guaranty Company
- Westcor Land Title Insurance Company
- Other \_\_\_\_\_

### LIST ALL OWNERS/SHAREHOLDERS

\_\_\_\_\_  
\_\_\_\_\_

### PERSONAL/LICENSE QUESTIONS (IF YES, PLEASE EXPLAIN BELOW)

Has the applicant or any owner/officer ever been convicted of a felony?  Yes  No

Has the applicant or any owner/officer's license(s) ever been revoked?  Yes  No

Has the applicant or any owner/officer ever been sanctioned by the MN Department of Commerce?  Yes  No

If you answered "Yes" to any of the questions above, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**IF YOU HAVE MULTIPLE OFFICE LOCATIONS, PLEASE LIST THEM**

Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**PLEASE LIST YOUR OFFICERS OR MANAGING PARTNERS AND THEIR TITLES**

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE LIST THREE REFERENCES, INCLUDING AT LEAST ONE ACTIVE MEMBER OF THIS ASSOCIATION, INCLUDING PHONE NUMBER AND E-MAIL ADDRESSES FOR ALL**

1) Name \_\_\_\_\_ MLTA Member?  Yes  No  
Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_  
2) Name \_\_\_\_\_ MLTA Member?  Yes  No  
Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_  
3) Name \_\_\_\_\_ MLTA Member?  Yes  No  
Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**MISCELLANEOUS**

Are you a member of the American Land Title Association?  Yes  No  
Name the person(s) who referred you to MLTA \_\_\_\_\_  
Type of organization  Agency  Underwriter

**CHECK THE BOX THAT CORRESPONDS TO THE DUES LEVEL THAT APPLIES TO YOUR ORGANIZATION**

<b>If your gross revenue from title services for 2013 was:</b>	<b>Your dues for 2014 are:</b>
<input type="checkbox"/> \$0 - \$75,000	\$250
<input type="checkbox"/> \$75,001 - \$150,000	\$400
<input type="checkbox"/> \$150,001 - \$225,000	\$550
<input type="checkbox"/> \$225,001 - \$300,000	\$725
<input type="checkbox"/> \$300,001 - \$500,000	\$900
<input type="checkbox"/> \$500,001 - \$750,000	\$1,350
<input type="checkbox"/> \$750,001 - \$1,000,000	\$1,800
<input type="checkbox"/> \$1,000,001 - \$1,250,000	\$2,000
<input type="checkbox"/> \$1,250,001 + agents	\$2,000
<input type="checkbox"/> \$1,250,001 + underwriters	\$2,500

**FOR ABSTRACTERS AND AGENTS OF INSURERS:** Fees earned in Minnesota during the preceding calendar year from abstracting, searching and examination of titles (including all services related thereto) and fees earned for escrow, settlement and closing services during said period, plus that portion of the premiums for title insurance which is retained by the agent or remitted to it by the insurer.

**FOR INSURERS:** Fees earned in Minnesota during the preceding calendar year for abstracting, searching and examination of titles (including all services related thereto), premiums written for insurance and fees earned in escrow, settlement and closing services during the same period, less that portion of the said fees and premiums retained by or paid to or owing to its agents, underwritten companies and approved attorneys.

**UNDERSTANDING AND AGREEMENT**

- It is understood and agreed by and between the Applicant and the Minnesota Land Title Association that:
- » Applicant certifies to the Association that the information contained herein is true and correct, and agrees that failure to provide complete and accurate information, or any misstatement of fact, shall be grounds for revocation of membership if granted.
  - » The information in this Application is to be held in confidence by the Association and used only for the purpose of determination of the Applicant's qualifications for membership.
  - » Applicant understands and will respect the fact that each Active member is allowed only one vote in the affairs of the Association.
  - » Applicant agrees, in the event of approval of this Application, to abide by the Bylaws and Code of Ethics of the Association, both existing or subsequently adopted.

Your Application will be submitted to the Board for approval at its next board meeting, and the approval will be subject to the payment of dues required immediately upon your receipt of notice of approval from the Secretary of the Board.

Authorized Signer (print): \_\_\_\_\_

\_\_\_\_\_  
Signature Date

**SUBMIT FORM AND QUESTIONS TO:**

MLTA c/o DCA Title, 1250 North Frontage Road, Hastings, MN 55033-0456  
r.welshons@dcatitle.com, T (651) 304-3501, F (651) 437-6937

## MINNESOTA LAND TITLE ASSOCIATION

# Code of Ethics & Standards of Conduct

Under all is the land. The American way of life depends in large part upon the foundation of real estate and the land title record systems developed over the years to both facilitate real estate transactions and provide reliable protection of all the data required to support those transactions.

The methods, acts or practices set forth herein shall be the ethics and standards of conduct governing the activities of all MLTA members. The failure to comply with said ethics and standards shall constitute grounds for denial, suspension or revocation of membership.

Members shall:

- A. Offer professional services with integrity and refrain from engaging in any discriminatory practices prohibited by law in the conduct of their business.
- B. Comply with every law, rule, regulation or ordinance of the United States Government or any state or any of its political subdivisions or any agency thereof relating to the land title industry.
- C. Perform their duties in an honest, ethical and fair manner without engaging in any unfair or deceptive acts or practices.
- D. Maintain the highest standards of business conduct and refrain from engaging in any practices detrimental to the public interest and the continued integrity and stability of the land title industry.
- E. Exercise the highest standards of fidelity in the handling money or property held on behalf of others in a prudent, identifiable manner and transfer it only for the purposes intended.
- F. Refrain from splitting fees, accepting or paying referral fees prohibited by law.
- G. Use discretion and act in a manner that protects the confidentiality of all information received throughout a real estate transaction.
- H. Promptly disclose any financial or other conflicts of interest.
- I. Refrain from making any material misstatement in the Application for membership or any information furnished to MLTA.
- J. Refrain from making any material misstatement in the Application for a License or in any information furnished to the Department of Commerce.
- K. Provide proper training and instruction for all employees to maintain professional competence.
- L. Support legislation both in Minnesota and throughout the country which is in the public interest and will unburden real estate from unnecessary restrictions and restraints on alienation.
- M. Work to ensure better public understanding of the land title industry.
- N. Refrain from causing to be published any advertising which is misleading or inaccurate in any material manner.
- O. Refrain from using the name and/or logo of MLTA without first submitting a sample copy to the Board of Directors.

Any matter regarding an alleged violation of the principles set forth in this Code of Ethics may be submitted to the Board of Directors of MLTA.