



Business Entity Title License Application

Licensing Division, 50 W Town Street, 3rd Floor - Suite 300, Columbus OH 43215  
1-614-644-2665 | 1-614-387-0087 (Fax) | insurance.ohio.gov

(Please Print or Type)

Check appropriate box for license requested:

- Resident License
Non-Resident License
Identify Home State:
Identify Home State License #:

Demographic Information

Form with 22 numbered fields for demographic information including business name, incorporation date, FEIN, addresses, and contact details.

Designated/Responsible Licensed Producer

Form with 23 numbered field for identifying at least one designated/responsible licensed producer with name, SSN, and NPN.

Owners, Partners, Officers and Directors

Form with 24 numbered field for identifying all owners with 10% interest or voting interest, partners, officers and directors with name, title, SSN/FEIN, and ownership interest.

### Background Information

**25** Please read the following very carefully and answer every question. All written statements submitted by the Applicant must include an original signature.

- 1a. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of a **MISDEMEANOR**, had a judgment withheld or differed, or is the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company currently charged with committing a **MISDEMEANOR**, which has not been previously reported to this insurance department?  Yes  No

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI), driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license.

You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court).

- 1b. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of a **FELONY**, had a judgment withheld or differed, or is the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company currently charged with committing a **FELONY**, which has not been previously reported to this insurance department?  Yes  No

You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court).

If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033?  N/A  Yes  No

If so, was consent granted? (Attach copy of 1033 consent approved by home state.)  N/A  Yes  No

- 1c. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of a **MILITARY OFFENSE**, had a judgment withheld or differed, or is the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, currently charged with committing a **MILITARY OFFENSE**, which has not been previously reported to this insurance department?  Yes  No

**NOTE:** For Questions 1a, 1b, and 1c, “**Convicted**” includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence, or a fine.

If you answered “**Yes**” to any of the above questions (1a, 1b, or 1c), you must attach to this application:

- a) a written statement explaining the circumstances of each incident,
- b) a copy of the charging document, and
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

2. Has the business entity or any owner, partner, officer or director, or manager or member of a limited liability company, ever been named or involved as a party in an administrative proceeding, including a FINRA sanction or arbitration proceeding regarding any professional or occupational license or registration?  Yes  No

“Involved” means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation, sanction or surrendering a license to resolve an administrative action. “Involved” also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license or registration. “Involved” also means having a license application denied or the act of withdrawing an application to avoid a denial. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license, all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

3. Has any demand been made or judgment rendered against the business entity or any owner, partner, officer or director, or member or manager of a limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Do not include personal bankruptcies, unless they involve funds held on behalf of others.  Yes  No

If you answered yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment.

4. Has the business entity or any owner, partner, officer, director, or member or manager of a limited liability company, ever been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement?  Yes  No

If you answer yes, identify the jurisdiction(s): \_\_\_\_\_

Applicant’s Initials \_\_\_\_\_

**Background Information (continued)**

5. Is the business entity or any owner, partner, officer or director a party to, or ever been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty?  Yes  No
- If you answer yes, you must attach to this application:
- a written statement summarizing the details of each incident,
  - a copy of the Petition, Complaint or other document that commenced the lawsuit or arbitrations, or mediation proceedings, and
  - a copy of the official documents, which demonstrates the resolution of the charges or any final judgment.
6. Has the business entity or any owner, partner, officer, director, or member or manager of a limited liability company, ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct?  Yes  No
- If you answer yes, you must attach to this application:
- a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
  - copies of all relevant documents.
7. In response to a "yes" answer to one or more of the Background Questions for this application, are you submitting document(s) to the NAIC/NIPR Attachments Warehouse?  N/A  Yes  No
- If Yes, will you be associating (linking) previously filed documents from the NAIC/NIPR Attachments Warehouse to this application?  N/A  Yes  No
- Note:** If you have previously submitted documents to the Attachments Warehouse that are intended to be filed with this application, you **must** go to the Attachments Warehouse and associate (link) the supporting document(s) to this application based upon the particular background question number you have answered yes to on this application. You will receive information in a follow-up page at the end of the application process, providing a link to the Attachment Warehouse instructions.
8. Is the business entity currently deriving income from any business or employment activities other than insurance?  Yes  No
- If Yes, describe the other business and/or employment activities in which it is now engaged on a separate document.
9. Is any shareholder, member, manager, partner, officer, director or agent of the business entity currently engaged in, deriving income from or affiliated with, other than as a customer, any business or profession other than insurance?  Yes  No
- If Yes, identify the business or profession and the nature of the person's involvement on a separate attachment.
10. Is the business entity or any of the business entity's members, managers, partners, officers, directors or agents employed by, have an ownership in or is affiliated with any bank, trust company, bank and trust company, or other lending institution, mortgage service, brokerage, mortgage guaranty company, escrow company, real estate company or any subsidiaries thereof?  Yes  No
- If Yes to any of the above, specify the names(s) and type(s) of the businesses it is affiliated with and the nature of the affiliation(s) on a separate attachment.
11. Are there any members, managers, partners, officers, directors or agents affiliated with the business entity that currently holds an active real estate, mortgage broker, or mortgage loan originator license?  Yes  No
12. Is the business entity located at, or have branch offices at, the same business address as one of its parents or at an address owned or controlled by one of its parents or an affiliate of a parent?  Yes  No
- If Yes, provide a signed copy of the lease agreement together with a floor chart identifying all business offices, halls, and entryways.
13. Does the business entity understand that all title insurance agents who handle escrows in real property transactions not involving the issuance of title insurance must have a surety bond in place that protects all parties to such transactions against theft, misappropriation, fraud, or any other failure to properly disburse settlement, closing, or escrow funds and that provides coverage in the minimum amount of one hundred fifty thousand dollars?  Yes  No
14. Does the business entity understand that all title insurance agents must maintain an errors and omissions insurance policy that includes but is not limited to coverage for the agent's delegation of any agent function to a third party and that the policy must provide a minimum coverage amount of two hundred fifty thousand dollars?  Yes  No
15. Does the business entity understand that it is the title agent's responsibility to ensure that all subcontractors are covered under the agent's or agency's errors and omissions insurance policy or that any subcontractor not so covered maintains an errors and omissions policy with minimum coverage of fifty thousand dollars?  Yes  No
16. Are you aware of the requirements to maintain an IOTA Account?  Yes  No
17. Are you aware that all individual title insurance agents must file an annual review of title agent escrow accounts or a claim of exemption?  Yes  No

Applicant's Initials \_\_\_\_\_



**Application Attachments**

- 27 The following attachments must accompany the application; otherwise the application may be returned unprocessed or considered deficient.
1. Non-refundable fee (check or money order) made payable to the "State of Ohio Treasurer" in the amount of \$10.00;
  2. On a separate attachment identify the initial capitalization of the business entity;
  3. On a separate attachment identify all staff positions within the business entity. For each position, note whether the individual filling the position will be a full or part-time employee of the business entity and whether the individual will be leased, borrowed from, or shared with an affiliated business. Identify the affiliated business from which each individual will be leased, borrowed, or shared;
  4. On a separate attachment, identify the substantial services that the business entity will perform for which it will receive a fee;
  5. On a separate attachment, list each substantial service that the business entity will contract out to a parent or affiliate of a parent and identify the parent or affiliate that will be performing that service;
  6. On a separate attachment, identify the percentage of its business the business entity expects to receive from its affiliates, parents, or affiliates of its parents;
  7. For each individual listed on the application as a producer, identify all business entities for which that producer is a title agent;
  8. Attach an organizational chart that shows the following information: all subsidiaries, affiliates, and owners of the business entity ("owner" includes shareholder, member or partner). Indicate in the chart the percentage of voting shares, membership or partnership interest of the business entity that is held by each owner of the business entity. Identify with specificity each ownership interest held by a bank, trust company, bank and trust company, or other lending institution, mortgage service, brokerage, mortgage guaranty company, escrow company, real estate company, or any subsidiaries thereof, or by any person engaged in the business of any of the foregoing;
  9. If any of the owners of the business entity is a corporation, limited liability company, or partnership, identify the shareholders, members and partners of those owners, attach Operating Agreement and Articles of Organization for LLCs/Articles of Incorporation for incorporated entities; and
  10. If necessary, any required supporting details or documents.

**License Requirements**

- 28 The Applicant must read carefully.
1. Resident business entity applicants must be registered with the Ohio Secretary of State prior to licensure. Most non-resident business entity applicants must be registered with the Ohio Secretary of State prior to operating in the state; and
  2. All business entity applicants must have at least one licensed Title agent assigned to be the responsible designated producer affiliated to the business entity