



PROCEDURAL LIST FOR TITLE INSURANCE

1. To initiate the title insurance issuance procedure, the Client or his attorney requests title insurance by sending First American Title Insurance de Mexico, S.A. de C.V. (First American), a completed Application Form and a copy of the Contract of Sale, if applicable. These may be faxed or emailed.
2. First American sends the Client an Quotation Letter which:
 - a. Defines the obligations of First American;
 - b. Defines the obligations of the Client;
 - c. Names the approved attorney, who the Client selects from the approved attorney list and who will prepare the Title Report required by First American. All expenses related to the Title Report will be paid for by the Client; and
 - d. Establishes the premium amount.
3. The Client's local attorney will prepare a Title Report in the format previously provided by First American to the attorney, and send it to First American. The Title Report must include:
 - a. The attorney's opinion of the title;
 - b. A copy of the title documents in the chain of title;
 - c. A certificate as to payment of property taxes;
 - d. A recent certificate from the appropriate Registrar stating that the Land is free of liens and certifying ownership thereof; and
 - e. Any other applicable information and/or documentation.

All of the above items should be obtained and delivered to First American as soon as possible.

4. First American will review the Title Report and documents from the attorney and prepare a Title Commitment after receipt of the Title Report and related documents. The Commitment will list the Requirements necessary to be satisfied to allow First American to issue a Policy of Title Insurance.

Standard Requirements that are usually satisfied before the issuance of the Policy:

- a. A surveyor's affidavit;
- b. A seller's affidavit;
- c. A copy of the registered deed of transfer or Certificate of Title to the Client;
- d. Payment to the seller; and
- e. A survey of the Land.

Examples of some Extraordinary Requirements that are also usually satisfied before the issuance of the Policy:

- a. A discharge of liens or mortgages;
 - b. Assignment of a new property number;
 - c. Evidence of governmentally approved subdivision;
 - d. Copy of cadastral plan; and
 - e. Evidence of the granting of access easements.
5. After all the Requirements shown in Schedule B-I of the Title Commitment are satisfied, First American will issue the Policy. The client is granted a 30 calendar day period upon issuance of the Policy, to perform payment of premium amount as established in the Quotation Letter.