



Houston Independent School District

TITLE COMPANY VENDOR QUESTIONNAIRE

Company Name:	
Address:	
Phone:	
Contact Person:	
E-Mail Address:	
Web Address:	
Please answer the following.	
State the number of years that entity has been in business and identify the number of offices/locations.	
Identify all current escrow officer(s) and the number of years of experience each has at this title company and with any previous title companies.	
May HISD choose the individual escrow officer it works with?	
Does your company have its own title plant?	
What is the average time it takes to receive a title commitment from the time the client requests you to open title?	
Identify all title examiner(s) that work for your company and the number of years of current employment. If you utilize title examiner(s) at other title companies please identify who and their years of experience.	



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Identify the underwriters that you utilize. Will HISD be permitted to choose the underwriter for its policies, and if none are acceptable to HISD, how quickly can another underwriter for a title policy be provided?	
Identify the number of claims that your title company has handled in the last five (5) years. How many of these claims were denied?	
Identify any institutional clients (those for which you do all or most of their title work). Describe the type of business of those institutional clients (school districts, colleges, banks, developers, etc.).	
How many school district/college transactions have you handled in the last five (5) years?	
Identify any complimentary services you provide to clients (i.e., title reports at no charge even if no commitment and no closing (for tax foreclosures and condemnations); updates to title (after policy is issued) for platting property; closure of streets; updates on change in real estate law and/or title endorsements).	
Does your title company perform most services electronically, including closings?	
Does your title company provide copies of the Schedule B and Schedule C exception documents without request or cost?	
Does your title company carry professional liability insurance? If yes, please provide a current certificate of insurance.	
Are you or your company licensed by the State of Texas? If yes, please provide a copy of the license.	

Signature, Title

Date

Print Name