

## SCOPE OF WORK

SECU TITLE SERVICES, LLC employs attorneys to perform title services for our company. Our attorneys do not represent you. In fact, we are a neutral party at the settlement table which is a custom in our industry. Although certain employees of SECU TITLE SERVICES, LLC possibly including your settlement officer may be attorneys, there is no attorney-client relationship between you and SECU TITLE SERVICES, LLC. You are encouraged to consult with your own attorney regarding any legal questions you may have concerning the transaction including but not limited to any questions that you have about our title insurance commitment and policy. Although most customers do not come to closing with their attorney, you are welcome to have your attorney present at closing at your expense. SECU TITLE SERVICES, LLC likewise does not provide tax advice and you should consult your tax preparer, tax attorney, or CPA regarding tax questions.

SECU TITLE SERVICES, LLC is a title insurance agency that provides title insurance and closing services in connection with the issuance of title insurance on behalf of First American Title Insurance Company and Fidelity National Title Insurance Company (collectively the "Underwriter").

SECU TITLE SERVICES, LLC will order a title search to determine ownership of the property. The type of search ordered and the extent of any examination are determined under the guidelines established by the Underwriter in determining insurable title. The title search and examination is intended for use solely by SECU Title Services, LLC to evaluate if title is insurable, and if so, communicating the conditions on which a title insurance policy may be issued. The title search and examination is not intended for use by a customer for the customer's own purposes. The search of the public record is performed for title insurance purposes only. If the customer wishes to have a search performed for another purpose, the customer should contact an abstractor and separately order and purchase such other search.

SECU TITLE SERVICES, LLC may also order a survey of the property. The type of survey ordered is determined by using the title insurance guidelines established by the Underwriter and is for purposes of issuing a title insurance policy. It may also be required by your lender. In most instances, we will require a location drawing. A location drawing will disclose the approximate position of all structures and other improvements on the property in relation to the boundaries of the property. A location drawing may disclose if any improvements (i.e. fences, walls, buildings, pools, driveways, garages, steps, sheds, porches, decks, etc.) cross any building restriction lines or boundary lines. The location drawing will not afford any insurance protection in an Owner's Title Insurance Policy, does not guarantee property corners nor property lines, exact property size, and may not be used for the construction of fences or other improvements on the property. You have the option to choose your own survey company; however, to expedite the process, we will order a location drawing on your behalf. A location drawing will cost between \$175-\$300 depending on the nature of the property. If you would like to choose your own survey company, please contact us within 3 business days of the date of this letter. If desired, a boundary survey is available for an additional cost.

SECU TITLE SERVICES, LLC will prepare a title insurance commitment in which it limits its own risk- by locating and excluding items from coverage- and not on behalf of any party to a real estate transaction. Any title insurance commitment issued (and any supplements or amendments thereto), is solely for the purposes of facilitating the issuance of a policy of title insurance, and is not a written representation as to the condition of title and may not list all liens, defects, and encumbrances affecting title to the land. The only product provided by the title agent is title insurance. The only services provided are closing services. A party who doesn't purchase title insurance may not rely on the title insurer or its agent to protect his or her interests or to disclose all detrimental information

contained in the public record. A party who desires protection against the possibility that negative information exists that was not revealed in the title agent's or title insurer's search of the public records and/or commitment must obtain title insurance. SECU TITLE SERVICES, LLC will provide the customer with a copy of its title insurance commitment in advance of closing.

SECU TITLE SERVICES, LLC will prepare the closing documents to include the requisite instrument of conveyance and the HUD-1 Settlement Statement. In doing so, SECU TITLE SERVICES, LLC follows written instructions (i.e. contract of sale and lender's instructions) to assist the parties in settling as agreed. In addition to the foregoing matters, SECU TITLE SERVICES, LLC will record the instrument of conveyance (and any security agreement as may be required) among the appropriate land records, disburses all settlement funds and clears title to any liens satisfied at closing.

## DISCLAIMER

Materials and other information provided on this website are for informational purposes only and do not constitute solicitation, legal advice or tax advice. They are provided only as general information and should not be relied upon with respect to your specific personal matters. The information cannot substitute for professional legal or tax counsel. While we attempt to update and maintain the information as accurately as possible, it may be incomplete or contain errors. We disclaim liability in respect to actions taken or not taken based on any or all the contents of this website. Please note that the security of the internet in general and email in particular is uncertain at best. By sending sensitive or confidential email messages that are not encrypted, you accept the risks of such uncertainty and possible lack of confidentiality.

## PRIVACY POLICY

Title V of the Gramm-Leach-Bliley Act (GLBA) generally prohibits any financial institution, directly or through its affiliates, from sharing nonpublic personal information about you with a nonaffiliated third party unless the institution provides you with a notice of its privacy policies and practices, such as the type of information that it collects about you and the categories of persons or entities to whom it may be disclosed. In compliance with the GLBA, we are providing you with this document, which notifies you of the privacy policies and practices of SECU Title Services, LLC.

SECU TITLE SERVICES, LLC is committed to protecting the confidentiality of the non-public personal and financial information that is provided to us so that we can deliver the high quality of service that you expect and deserve. In keeping with this commitment and the requirements of the Gramm-Leach-Bliley Act and the Fair Credit Reporting Act, SECU TITLE SERVICES, LLC has processes in place to go protect the privacy of non-public personal information that we obtain for your real estate settlement services.

Non- public personal information is defined as any information that is not generally made lawfully available to the public or information an individual has the ability to limit access to or not share with the public. It includes but is not limited to the following: (1) your name, address, income, and social security numbers; (2) your bank account numbers, payment history, loan balances, and credit card statements; and (3) your court records. The types of non-public personal information that we may collect include:

- Information we receive from you on applications, forms or other communications with us, whether in writing, in person, by telephone, or by other means;
- Information about your transaction;
- Information we receive from a consumer reporting agency; and
- Information we receive from others involved in your transaction, such as real estate agents, lenders, brokers, etc.

We may disclose any of the following that we collect about you to nonaffiliated third parties as permitted by law or as necessary for us to provide the product or services as you have requested or authorized.

WE DO NOT DISCLOSE ANY NONPUBLIC PERSONAL INFORMATION ABOUT YOU WITH ANYONE FOR ANY PURPOSE THAT IS NOT SPECIFICALLY PERMITTED BY LAW.

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.