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MARYLAND
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ADMINISTRATION

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ASSOCIATE COMMISSIONER
Property & Casualty

200 ST. PAUL STREET, SUITE 2700
BALTIMORE, MARYLAND 21202
WWW.MDINSURANCE.STATE.MD.US

Bulletin 11-07

Date	**March 30, 2011**
To:	**Select Property and Casualty Insurers – Title Insurance**
Re:	**Title Insurance Brochure**

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Pursuant to §19-112 of the Insurance Article, the Maryland Insurance Administration ("MIA") hereby requests **that certain select** title insurers provide information related to a Title Insurance consumer information brochure. This information is necessary for the MIA to publish a brochure listing title insurance companies in Maryland. **If you did not receive this bulletin directly from the MIA, no further action is required on your part.**

The information to be submitted are: 1) the name of title insurance company, 2) an 800/888 phone number for title insurance buyers, and 3) a website for title insurance buyers. The information provided is to be effective May 1, 2011. In future years, this request will be done by regular email.

Provide the requested information in the Excel spreadsheet, with the formatting explained in the format write-up.

In order to expedite this process, email transmission is requested and preferable. No paper documents will be accepted. If unable to email, please send the information on a CD to:

Mr. Linas Glemza
Property & Casualty Unit
Maryland Insurance Administration
200 St Paul Street, Suite 2700
Baltimore, MD 21202

If you have any questions, please contact Linas Glemza at (410) 468-2044, or by email at lglemza@mdinsurance.state.md.us.

Please provide this information no later than *Wednesday April 20, 2011.*

Beth Sammis
Acting Insurance Commissioner

Signature on file with original

By: _____

P. Randi Johnson
Associate Commissioner
Property & Casualty

Enclosures: Title brochure Excel Format
                File specifications

SUMMARY OF REVISIONS – 2011 edition

<u>Updates</u>

1) This a new request by the Maryland Insurance Administration.

FILE Requirements

Requirements:

1)   Please enter information as stated in the attached file.

2)   For the column labeled "Notes", please provide in detail why certain requested information cannot be provided, or if there are any limitations to the type of risks written.

3)   All information MUST be in **one file**. Refer to the layout file.

4)   Filing naming convention

a) File name should contain NAIC group code (or NAIC Company code if group code is zero). Using company name is an acceptable alternative.

b) File name should contain 2011;

b) There are no other specific requirements for naming convention.

5)   Spreadsheet detail requirements:

a) Do not change or add any formatting to the spreadsheet file.

Title insurance brochure

Section A
This section deals with the person completing(or submitting) the information. This is for MIA internal purposes only, and will not be part of the brochure.
A completed line IS REQUIRED for each company

Contact Name	Company Name	contact name phone number	contact name email

Format Rules for above items

First Last	As it would appear in the brochure	xxx-xxx-xxxx	remove hyperlink

Section B
This section deals with information that will be on the brochure. It is for contact information for potential insureds.
A completed line IS REQUIRED for each company

Company Name as you would like to be shown on the brochure	800 number for insureds to call for assistance/questions	website name for insureds and others to visit to obtain info	NOTES (including limitations on what types of risks are written)

Format Rules for above items

As it would appear in the brochure	xxx-xxx-xxxx	www.*compname*.com (no http://) & remove hyperlink	