

STATE OF COLORADO

CHECKLIST FOR TITLE AGENCY CLOSING AND SETTLEMENT FEE FILINGS

REQUIRED ITEMS FOR A COMPLETE FILING

REQUIRED	INFORMATION	STATUTORY/ REGULATION/ INFORMATION CITE
Cover letter	<ul style="list-style-type: none"> • Provide explanation of filing including contact information 	Colorado Bulletin 5.18
Form TA (Form is specific for Title Agency Filings only)	<ul style="list-style-type: none"> • Must accompany all submissions • Effective dates must be 30 days after the Division has received the complying filing. 	§10-11-118 (2) C.R.S. Colorado Regulation 5-1-10 Colorado Bulletin B-5.18 Exhibit Form TA
Closing and Settlement Fees	<ul style="list-style-type: none"> • The closing and settlement fees must be placed on file with the Division. • Include a description of all closing and settlement fees 	§10-11-118(2)(b), C.R.S.
Closing & Settlement Fee Justification	<ul style="list-style-type: none"> • Must provide complete support for any new or amended fee. • The support shall include actual expenses associated with the fee. • Must demonstrate how the expense provision will be accounted for in the final fee. • Any other determining factor used to develop the fee shall be included. 	§10-11-118(2) C.R.S.
Documents to be maintained in the company's or agency's principal office within the state	<ul style="list-style-type: none"> • Statement of compliance by an officer of the company or agency that the rate or fee in use complies with Colorado law 	§10-11-118(2)(a), C.R.S.
Side-by-Side Comparison	<ul style="list-style-type: none"> • Detailed description of current and proposed fee pages shall be included in the submission 	§10-11-118(2)(a), C.R.S. Colorado Regulation 5-1-10
Duplicate Copy and Self- Addressed Stamped Envelope	<ul style="list-style-type: none"> • Provide a duplicate copy of entire filing to be stamped and mailed back for your records 	Colorado Bulletin 5.18

PLEASE DO NOT SEND THIS CHECKLIST IN WITH THE FILING.