

STATE OF NEW MEXICO
OFFICE OF SUPERINTENDENT OF INSURANCE

DEPUTY SUPERINTENDENT

Robert E. Doucette, Jr.



DEPUTY SUPERINTENDENT

Bryan E. Brock

SUPERINTENDENT OF INSURANCE

John G. Franchini

February 5, 2019

Dear Licensee:

You have received this letter because, as a licensed Title Insurance Agent operating in New Mexico, you are required to submit an annual New Mexico Title Insurance Agent's Statistical Report (Statistical Report) for 2018. The 2018 version of the Statistical Report is now available on the Title Insurance website (<https://www.osi.state.nm.us/Title/index.aspx>).

Agent's Statistical Report

The Statistical Report that you submit should include the consolidated activities of your agency throughout all New Mexico counties in which you are licensed. A signed, notarized hard copy of the report must be submitted to the Office of Superintendent of Insurance (**not the Public Regulation Commission**) along with an electronic copy of the report. The electronic copy may be submitted by electronic mail to title.insurance@state.nm.us. Please submit all required reports to the Office of Superintendent of Insurance, Title Insurance Bureau (PO Box 1689 Santa Fe, NM 87504-1689). The format of the electronic copy must be Microsoft Excel version 5.0 or later (**handwritten reports or PDF formatted reports will not be accepted**).

All schedules of the Statistical Report must be complete. You may not modify the format of the Statistical Report. Any incomplete or modified report is unacceptable and considered untimely filed. To avoid penalties, please make certain all parts of this report are complete and in the correct format before submittal.

Interrogatories

The Interrogatories should be completed by the licensed title insurance agent and submitted with the Statistical Report, and Agreed Upon Procedures report.

Escrow Compliance – Agreed Upon Procedures

You must also comply with the escrow services standards contained in Title 13, Chapter 14, Part 4 of the New Mexico Administrative Code. These standards require that you hire an independent certified public accountant to perform specific procedures designed to test compliance with these standards. Submit the accountant's report covering the 2018 calendar year to the **Office of Superintendent of Insurance**, Title Insurance Bureau. To aid your accountant in completing these procedures, the published sample size guidance is on the Title Insurance Bureau website (<https://www.osi.state.nm.us/Title/index.aspx>)

The 2018 Statistical Report, Interrogatories, and the Agreed Upon Procedures, accountant's report, are all due by **May 15, 2019**. If you have any questions or need assistance in this matter, please feel free to contact me.

Main Office: 1120 Paseo de Peralta, Room 428, Santa Fe, NM 87501
Satellite Office: 6200 Uptown Blvd NE, Suite 100, Albuquerque, NM 87110
Main Phone: (505) 827-4601 | Satellite Phone: (505) 322-2186 | Toll Free: (855) 4 - ASK - OSI
www.osi.state.nm.us

All reports, affidavits and forms should address and use the Office of Superintendent of Insurance and not the Public Regulation Commission. No incomplete reports and reports addressing the Public Regulation Commission are accepted, no extensions. Penalties are set out in the order. Please share this letter with your Certified Public Accountant.

Sincerely,

Otis Phillips

Title Insurance Bureau Chief