

**TEXAS TITLE INSURANCE GUARANTY ASSOCIATION
ESCROW CLAIM FILING INSTRUCTIONS**

READ CAREFULLY BEFORE COMPLETING THE PROOF OF CLAIM FORM

This Proof of Claim Form must be used to file a claim with the Texas Title Insurance Guaranty Association (“Guaranty Association”) for funds escrowed with Millennium Closing Services, LLC (“Millennium Title”). By accurately completing this form you can protect your interests, help us identify your claim, and allow us the opportunity to consider your claim properly. ***It is very important that you complete all the sections applicable to you, sign, and return the form by the claims filing deadline. Do not use this form to file any claim against Millennium Title other than an escrow claim.***

Please follow these instructions in completing the enclosed Proof of Claim form:

1. Indicate the basis of your claim (i.e., why you think you are owed money) and, if known, indicate the amount you think you are owed.
2. If the amount of your claim is unknown, you must still file the Proof of Claim by the filing deadline. Insert the word “unstated” in the amount column.
3. You must include documentation to support your claim. Suggested documentation includes: the HUD-1 Settlement Statement, an executed Earnest Money Contract, a Release of Earnest Money signed by all parties with current contact information, copies of cancelled checks (front and back), bank statements, etc.
4. If you have assigned your right of recovery, you must indicate the assignee’s name and address and attach a copy of the assignment. Also, you must indicate if you have already recovered any part of the escrow funds that would otherwise be owed to you by the Association or Millennium Title.
5. You must notify the Guaranty Association in writing of any change in your mailing address and/or telephone number.
6. Please provide your email address and telephone number(s), and sign and date the Proof of Claim in front of a Notary Public. Claims filed by corporations must be signed by an authorized representative, stating the capacity of the signatory. If an attorney is signing this form on behalf of a client, a power of attorney must be attached. The Guaranty Association may waive the notarization requirement regarding Proofs of Claim if good cause exists, as determined in the sole discretion of the Association, for such waiver.
7. If you fail to adequately describe or document your claim, your claim may be rejected.
8. The Guaranty Association will send an acknowledgement of all proofs of claim within 30 days of receipt. You will receive notice at the address you provided on the form when your claim is processed. The acknowledgement will give you other details and time expectations.
9. Review the completed form, sign and date it, and send it to us at the address indicated on the form or by email to mtclaims@ttiga.org. Failure to complete the proof of claim form properly according to these instructions may cause your claim to be delayed or rejected.