

**TEXAS TITLE INSURANCE GUARANTY ASSOCIATION
CLAIM FILING INSTRUCTIONS
(SOUTHERN TITLE INSURANCE CORPORATION)**

READ CAREFULLY BEFORE COMPLETING THE PROOF OF CLAIM FORM

This Proof of Claim Form must be used if you have a claim against Southern Title Insurance Corporation (“STIC”) that is a “covered claim” under Texas Insurance Code Chapter 2602. A claim may be a Covered Claim if it arises under a STIC policy covering property located in Texas. Covered Claims are payable by the Texas Title Insurance Guaranty Association (the “Association”). By accurately completing this form, you can help the Association identify your claim and allow it the opportunity to consider your claim properly. ***It is very important that you complete all of the sections applicable to you, sign the form before a Notary Public, and return it with all documents supporting your claim by the claims filing deadline, which is January 28, 2015. Do not use this form to file a claim with the STIC receivership in Virginia.***

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 of January 28, 2015. Insert the word “unstated” in the amount column.
3. **You must include all documentation to support your claim.** Suggested documentation includes: a copy of your STIC title insurance policy; the signed HUD-1 Settlement Statement related to the transaction in which you were issued a STIC title insurance policy; documents reflecting a cloud or problem with your title; any correspondence with STIC or its agents, etc.
4. If you have assigned any portion of your right of recovery, indicate the assignee’s name and address and attach a copy of the assignment.
5. While your claim is pending, you must notify the Association in writing of any change in your mailing address and/or telephone number.
6. You must provide your 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 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. Review the completed form, sign date it, attach all required documentation and send it to us at the address indicated on the form. Failure to complete the proof of claim form properly according to these instructions may cause your claim to be delayed or rejected.
9. The 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.

**ALL PROOF OF CLAIM FORMS MUST BE POSTMARKED ON OR BEFORE THE
CLAIMS FILING DEADLINE -- JANUARY 28, 2015**