

Requesting Closing Protection Letters (CPL) Using ATG RSource®

For Property Located in Wisconsin, Indiana, Michigan, and Iowa

For all closings, Closing Protection Letters (CPLs) must be prepared and issued by ATG to the lender for all transactions where either the member or ATG provides settlement services. Currently, there is no fee for issuance of CPLs in Wisconsin, Indiana, Michigan, or Iowa.

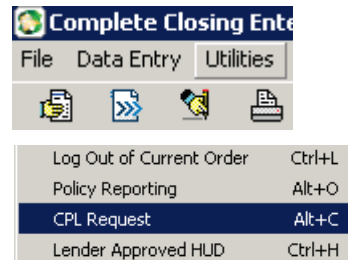
I. Request a CPL Using ATG RSource®

The CPL can be requested from RSource prior to closing. The following information should be entered in the RSource file prior to requesting the CPL: Buyer, Seller, Lender, and Property.

1. Select the file requiring the CPL

2. Go to the **Utilities** menu.

3. Select **CPL Request**.



4. The file information will populate the order form. Complete all remaining information.

A screenshot of the ATG RSource web application. The top header features the ATG logo and navigation links: 'About Us', 'Office Hours & Locations', 'ATG Subsidiaries', and 'ATG Calendar'. The main heading is 'Closing Protection Letter Request'. Below this, a note states '* Indicates required field'. There are two buttons: 'Submit Request for CPL' and 'Enter different ATG Commitment/File No'. The 'ATG Commitment/File No' field is populated with '130900102606'. Below this, there are two rows of radio button options. The first row is 'Tell us who you are' with options: Title Agent, Lender, Broker, and Buyer's Attorney. The second row is 'Deliver To' with the same four options.

5. Click the **Submit Request for CPL** button when finished entering the required information.



II. ATG staff will prepare and deliver the CPL directly to the lender and return a copy to you as an attachment in RSource.

III. ATG staff will prepare and deliver the CPL directly to the lender and return a copy to you as an attachment in RSource.

IV. The completed CPLs will reside in the File Attachment Utility and will be available to print, if you choose to do so. For example, if the buyer or buyer's attorney requests a copy.

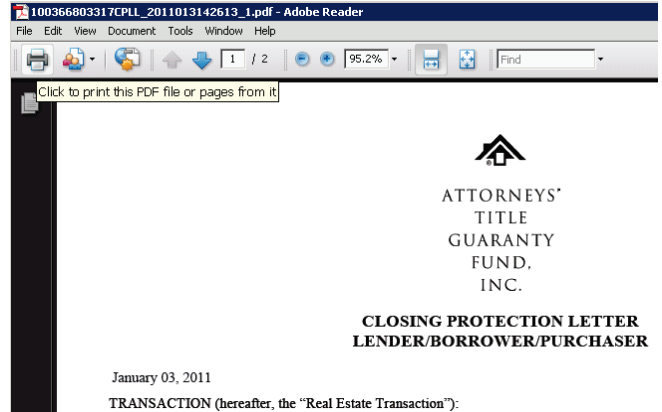
1. To print the CPL go to the **File Attachment Utility**  located in the toolbar



2. Select the Lender CPL to print.



3. The CPL displays. Select the print button



V. Alternative Print Option:

1. To print the CPL go to the **File Attachment Utility**  located in the toolbar

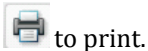


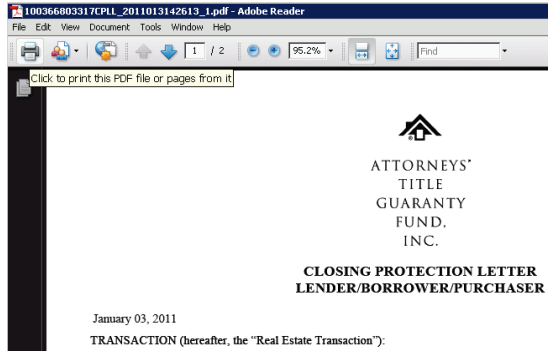
2. Highlight Lender CPL



3. Click the Printer icon in the toolbar of the Attached File Manager

4. The CPL displays. Select the print button





VI. Resubmit a request for a CPL

1. Select the file requiring the CPL and make any changes to the REsource file
2. Go to the **Utilities** menu and select **CPL Request**.
3. Choose one of the action items, and click **Submit Request** when finished

This CPL has already been requested. Please review the data for accuracy. Choose one of the following actions *

- ☐ No changes necessary. No redelivery necessary.
- ☐ No changes necessary. Request a copy of the letter be delivered using the delivery method and address entered below.
- ☐ Enter changes and request letter be recreated and delivered using the delivery method and address entered below.

VII. Additional ATG REsource® Information

CPLs in the **ATG Edit Services**  screen will automatically populate for each file and fees, if any will populate the **Invoice for Title Charges, HUD, CheckWriting, and Accounting Information Schedule**. Be sure to select the correct Transaction Type in Services **ATG Edit Services**.

For all states the CPLs must be selected in ATG Edit Services but no fee will populate for property located in Wisconsin, Indiana Michigan and Iowa.

ATG Services			
Title Prep	Endorsements	Closing	Search
ATG Buyer Seller			
Closing			
☐ Full Closing (RESPA, Closing, Checks)	0.00	0.00	0.00
☐ After Hours Fee	0.00	0.00	0.00
☐ Checks & HUD Only	0.00	0.00	0.00
☒ CPL Lender	0.00	0.00	0.00
☐ CPL Buyer	0.00	0.00	0.00
☐ CPL Seller	0.00	0.00	0.00
☐ Full Closing	0.00	0.00	0.00

1. Commitment Schedule B, Section I, Requirements

The following language will automatically populate the Commitment Schedule B, Section I, Requirements:

 ATTORNEYS' TITLE GUARANTY FUND, INC.

9. If you are a lender, your ATG Closing Protection Letter will be valid only if you receive it in one of the following two ways:, (1) as an email from the domain "@atgf.com," or (2) as a fax from a fax number that is in the range 312-224-0195 thru 312-224-0395 or 217-403-7400 thru 217-403-7459.

Note: For questions, please call the ATG RSource® Help Desk 888.776.4420