

## Requesting Closing Protection Letters (CPL) for Illinois and Indiana Property Using ATG RSource®

Closing Protection Letters (CPLs) must be prepared and issued by ATG to the lender, borrower and seller for all transactions where either the member or ATG provides settlement services.

CPLs may also be requested from PaperlessCloser, or from the ATG website [www.atgf.com](http://www.atgf.com), or by calling 800.-252,-0402.

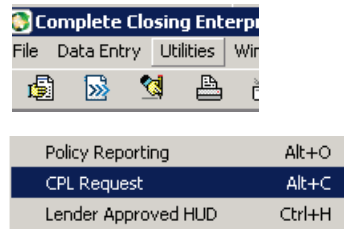
The fees for issuance of CPLs in **Illinois** and **Indiana**, payable to ATG, are as follows;

| Type                    | Lender | Buyer/Borrower                  | Seller                          |
|-------------------------|--------|---------------------------------|---------------------------------|
| Buy/Sell with Financing | 25.00  | 25.00                           | Illinois 50.00<br>Indiana 25.00 |
| Buy/Sell Cash           | 0      | 25.00                           | Illinois 50.00<br>Indiana 25.00 |
| Refinance               | 25.00  | Illinois 50.00<br>Indiana 25.00 | 0                               |

### 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 a web browser window showing the 'Welcome to ATG Closing Protection Letters System - Windows Internet Explorer provided by ATG'. The page has a header with 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, there is a note '\* Indicates required field'. Two buttons are present: 'Submit Request for CPL' and 'Enter different ATG Commitment/File No'. The 'ATG Commitment/File No' field is populated with '130900102592'. 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, Buyer's Attorney. The second row is 'Deliver To' with the same options.

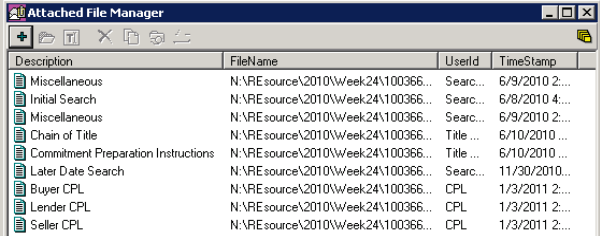
- Click the **Submit Request for CPL** button when finished entering the required information.

## II. The completed CPLs will reside in the File Attachment Utility and will be available to print.

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



- Select the CPL you wish to print.

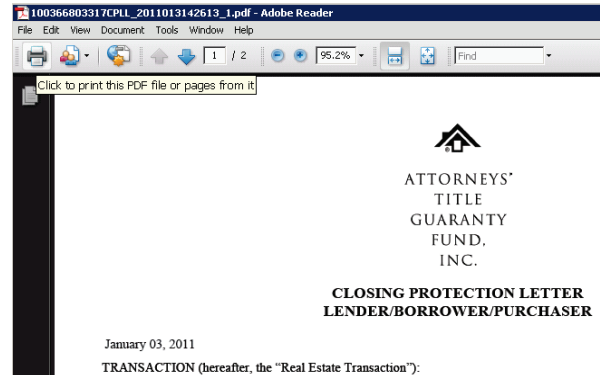


| Description                         | FileName                          | UserId    | TimeStamp     |
|-------------------------------------|-----------------------------------|-----------|---------------|
| Miscellaneous                       | N:\REsource\2010\Week24\100366... | Search... | 6/9/2010 2... |
| Initial Search                      | N:\REsource\2010\Week24\100366... | Search... | 6/8/2010 4... |
| Miscellaneous                       | N:\REsource\2010\Week24\100366... | Search... | 6/9/2010 2... |
| Chain of Title                      | N:\REsource\2010\Week24\100366... | Title ... | 6/10/2010 ... |
| Commitment Preparation Instructions | N:\REsource\2010\Week24\100366... | Title ... | 6/10/2010 ... |
| Later Date Search                   | N:\REsource\2010\Week24\100366... | Search... | 11/30/2010... |
| Buyer CPL                           | N:\REsource\2010\Week24\100366... | CPL       | 1/3/2011 2... |
| Lender CPL                          | N:\REsource\2010\Week24\100366... | CPL       | 1/3/2011 2... |
| Seller CPL                          | N:\REsource\2010\Week24\100366... | CPL       | 1/3/2011 2... |

- The CPL displays. Select the print button



to print.

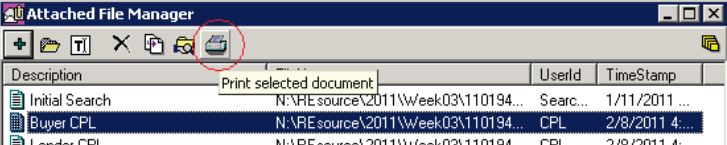


## III. Alternative Print Option:

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



- Highlight the CPL you wish to print



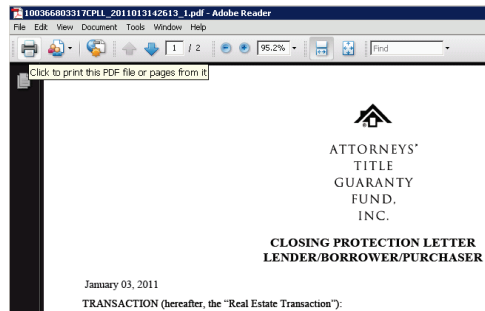
| Description    | Print selected document           | UserId    | TimeStamp     |
|----------------|-----------------------------------|-----------|---------------|
| Initial Search | N:\REsource\2011\Week03\110194... | Search... | 1/11/2011 ... |
| Buyer CPL      | N:\REsource\2011\Week03\110194... | CPL       | 2/8/2011 4... |
| Lender CPL     | N:\REsource\2011\Week03\110194... | CPL       | 2/8/2011 4... |

- Click the Printer icon in the toolbar of the Attached File Manager

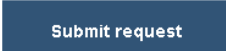
- The CPL displays. Select the print button



to print.



#### IV. 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 **Request CPL**.
3. Choose one of the action items and click 

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.

#### Additional ATG REsource® Information

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

##### 1. ATG Edit Services

| ATG Services                                                   |              |         |                                  |
|----------------------------------------------------------------|--------------|---------|----------------------------------|
| Title Prep                                                     | Endorsements | Closing | Search Rec-Misc Commercial/Other |
| ATG Buyer Seller                                               |              |         |                                  |
| Closing                                                        |              |         |                                  |
| <input type="checkbox"/> Full Closing (RESPA, Closing, Checks) | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> After Hours Fee                       | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> Checks & HUD Only                     | 0.00         | 0.00    | 0.00                             |
| <input checked="" type="checkbox"/> CPL Lender                 | 0.00         | 25.00   | 0.00                             |
| <input checked="" type="checkbox"/> CPL Borrower               | 0.00         | 25.00   | 0.00                             |
| <input checked="" type="checkbox"/> CPL Seller                 | 0.00         | 0.00    | 50.00                            |
| <input type="checkbox"/> Dry Closing                           | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> Email Loan Package Fee                | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> Member Closer                         | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> Member Closer Admin Fee               | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> Multiple Loan Closing                 | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> Room Only - Full                      | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> Room Only - Refinance                 | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> Tax Payment                           | 0.00         | 0.00    | 0.00                             |
| <input type="checkbox"/> Water Payment                         | 0.00         | 0.00    | 0.00                             |

##### 2. Commitment Schedule B, Section I, Requirements

The following language will automatically populate the Commitment Schedule B, Section I, Requirements for Illinois and Indiana property:

**For Illinois property:** Per Illinois law, for closings on or after January 1, 2011, Closing Protection Letters will be issued by ATG to the parties to the transaction if it is closed by ATG or its approved title insurance agent.

**For Indiana property:** Per Indiana law, for closings on Indiana property on or after 7/1/13, Closing Protection Letters will be issued by ATG to the parties to the transaction if it is closed by ATG or its approved title insurance agent.

**For Illinois and Indiana property:** 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.

### 3. Invoice for Title Charge

The CPL fees will populate the second page of the Invoice for Title Charges. (Note: Indiana CPL Seller fee is 25.00)

| INVOICE FOR TITLE CHARGES<br>Miscellaneous Charges |                       |                 |
|----------------------------------------------------|-----------------------|-----------------|
| File No.: 100900101888                             | OMC No.: 100900101888 |                 |
| OTHER SELLER CHARGES                               | Other Charges         | TOTAL           |
| 1 State Regulatory Fee                             | 3.00                  |                 |
| 2 Gap Risk Update                                  | 100.00                |                 |
| 3 CPL Seller                                       | 50.00                 |                 |
| <b>TOTAL SELLER MISCELLANEOUS CHARGES</b>          |                       | <b>\$153.00</b> |
| OTHER BUYER CHARGES                                | Other Charges         | TOTAL           |
| 1 State Regulatory Fee                             | 3.00                  |                 |
| 2 Gap Risk Update                                  | 100.00                |                 |
| 3 CPL Lender                                       | 25.00                 |                 |
| 4 CPL Buyer                                        | 25.00                 |                 |
| <b>TOTAL BUYER MISCELLANEOUS CHARGES</b>           |                       | <b>\$153.00</b> |

CPL fees apply to residential transactions and non residential transactions under \$2,000,000 when closed by ATG or an approved ATG title insurance agent.

### 4. 2010 HUD

The fees for the CPLs for Illinois and Indiana property will populate the **Additional Title Services** window located in the 1100 toolbar  and will appear line 1101.

(Note: Indiana CPL Seller fee is 25.00)

| Line | Description | Payee | Payee Name | Borrower               | Seller               | AcctCode |
|------|-------------|-------|------------|------------------------|----------------------|----------|
| 1    | CPL Lender  |       |            | \$25.00                | \$0.00               | 128      |
| 2    | CPL Buyer   |       |            | \$25.00                | \$0.00               | 142      |
| 3    | CPL Seller  |       |            | \$0.00                 | \$50.00              | 143      |
|      |             |       |            | <b>Borrower Total:</b> | <b>Seller Total:</b> |          |
|      |             |       |            | <b>\$50.00</b>         | <b>\$50.00</b>       |          |

Payee: **Test R. Member\*\*\*\*\*** Grand Total: **\$100.00**

OK Cancel

## 5. CheckWriting

In **CheckWriting**, an automatic disbursement will be created for the CPL fees payable to ATG Fees and Transfers.

Bank: 701 - Harris Chicago Escrow

New Del Line Chg Payee Split I◀ ▶▶I Transfer Print Undo Void Delete

Pay To:  Amount   
**ATG Fees and Transfers** **\$1,220.00**

Check # \_\_\_\_\_ Date \_\_\_\_\_ Status \_\_\_\_\_

| Line   | Description           | Amount   | Acct |
|--------|-----------------------|----------|------|
| ▶ 1101 | Search - No Prior     | \$100.00 | 1    |
| 1101   | Owner Policy Premium  | \$325.50 | 56   |
| 1101   | Mortgage Policy Premi | \$103.50 | 57   |
| 1101   | CPL Buyer             | \$25.00  | 142  |
| 1101   | CPL Lender            | \$25.00  | 128  |
| 1101   | CPL Seller            | \$50.00  | 143  |

| Payee                         | Amount       |
|-------------------------------|--------------|
| Real Estate Title Co.         | \$1,201.00   |
| ▶ ATG Fees and Transfers      | \$1,220.00   |
| Recorder of Deeds             | \$364.00     |
| NLT Title LLC                 | \$0.00       |
| Fannie Mae a/k/a Federal Nati | \$164,862.00 |
| NLT TITLE, LLC                | \$115.00     |

## 6. Accounting Information Schedule

The Accounting Information Schedule will reflect the CPL fees in the Premium Information section. (Note: Indiana CPL Seller fee is 25.00)

| ATG    | Cons     | Policy Premiums | ATG   | Cons  | Closing Fees       | ATG    | Cons | Search Fees             |
|--------|----------|-----------------|-------|-------|--------------------|--------|------|-------------------------|
| 437.50 | 1,250.00 | Owner's Policy  | 25.00 | 25.00 | Lender CPL         | 120.00 | 0.00 | Search Fees (see below) |
| 154.00 | 440.00   | Loan 1 Policy   | 25.00 | 25.00 | Buyer/Borrower CPL | 0.00   | 0.00 | Advisory OMC/Search     |
| 0.00   | 0.00     | Loan 2 Policy   | 50.00 | 50.00 | Seller CPL         |        |      |                         |

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