

FRIENDLY REMINDERS FOR MASSACHUSETTS AGENTS

Sometimes it is good to refresh ourselves with some of the basics of issuing title insurance policies just to make sure they are not forgotten in the complexity of the closing process. With that in mind, here are some things to review:

- As you are aware, there are two types of coverages that can be selected when issuing your title insurance policy: Standard Policy vs. Expanded Policy. There are certain eligibility requirements when issuing an expanded policy, which are the following:
 - The property must be improved. Expanded policies cannot issue on vacant land;
 - The property must be residential. Expanded policies cannot issue on commercial property. Please note that an expanded policy can be issued if the entity holding the residential property is a corporation, limited liability company or trust;
 - The property must be used as a 1-to-4 family property. Expanded policies cannot issue for properties with a 5 or more family use; and
 - If the property is new construction, the certificate of occupancy must have been in existence for at least one (1) year.
- Removal of Standard Preprinted Exceptions from Expanded/Standard Policies**

	Expanded Mortgagee	Expanded Owner	Standard Mortgagee	Standard Owner
Have Owner's Affidavit and Plot Plan	Yes	Yes	Yes	No
Have Owner's Affidavit and No Plot Plan	Yes	Yes	Yes	No
Do Not Have Owner's Affidavit and Have Plot Plan	Contact Underwriter	Contact Underwriter	Contact Underwriter	No
Do Not Have Owner's Affidavit and Do Not Have Plot Plan	Contact Underwriter	Contact Underwriter	Contact Underwriter	No

- Please note that agents should always request the execution of an owner's affidavit for all transactions. Also, although some of the policies do not require a plot plan, from a good practice standpoint it is highly recommended that plot plans be obtained.
- If it is a purchase from a foreclosure, the property must be vacated by the owner/mortgagor in order for a property to be insured.
- When issuing either standard or expanded mortgagee policies, you may receive a request from a lender that certain endorsements be added to the policy. Please contact an underwriter if you have a question about the applicability of the endorsement, the documentation necessary to issue the endorsement, or any additional premium that might be required.

If you have title, policy, or premium questions, please do not hesitate to contact any of the [Massachusetts underwriters](#).

Waltham Office

303 Wyman Street, Suite 300
Waltham, MA 02451
T: (781) 237-8770

Springfield Office

One Monarch Place, Suite 1140
Springfield, MA 01144
T: (413) 552-3400

Cape Cod Office

923 Route 6A, Unit A
Yarmouth, MA 02675
T: (508) 744-5580

Rev. March 7, 2025

building partnerships together

The CATIC Family Of Companies

