President’s Message

Kimberly B. Rosenberg

Mortgage Meltdown. Credit Crunch. Bubble Burst. Whatever you want to call it, we are all feeling it and are all being forced to adjust our business models in order to continue to prosper in the current economic conditions. Our industry is being hit particularly hard because not only is business down, claims are up. We are all as busy as ever, just not with the “fun” stuff.

NCLTA is as busy as ever too. In response to the current mortgage crisis, Congress and the North Carolina Legislature are proposing several pieces of legislation including stricter regulation of the subprime market, ways to curb the increase in foreclosures, and the prevention of mortgage fraud. Members of our Legislative Committee and our lobbyist, David Ferrell, have been attending hearings, participating in conference calls with HUD, and otherwise working behind the scenes to ensure that our voice is heard in areas that would affect our industry. So much is happening in the area of reform that we have formed a special Regulatory Committee to assist with regulatory matters and ALTA initiatives. In addition to the important issues dealing with the mortgage crisis, David Ferrell and the members of our Legislative Committee have been working in conjunction with the Real Property Section of the Bar on matters including the railroad corridor issue, liens on mobile homes, and the regulation of mortgage servicers. (See article on page 7.) Special thanks go out to Chris Burti, Nick Long, Jay Hedgpeth, Nancy Ferguson, and Gary Whaley for the time and efforts they have devoted to these issues.

In other committee news, our Education Committee has finalized its 2008 revision to our Study Guide to incorporate information on the 2006 policy forms and relevant changes in the law. Sales of the Study Guide are increasing, and it remains the only comprehensive guide to the title insurance licensing exam available. It is an important objective of our Association to keep the material in the Study Guide current. Our Forms Committee is working on revisions to the “Preliminary Opinion on Title” and “Final Title Opinion” and hopes to present its version to the Real Property Section of the Bar soon. Candice Williams, as chair of our Annual Convention Committee, has finalized the agenda for the Annual Meeting at the Grove Park Inn in Asheville on August 14th -16th. (See related article on page 2.) We have some excellent speakers lined up, and we expect the weekend to be both informative and entertaining. We are mixing things up a bit this year. Rather than have the President’s Reception on Saturday night, we have moved it to Friday night after the Annual Banquet. We are happy to report that we are going to have a band again this year. Thanks goes to Debbie Brittain for lining up sponsors for the Annual Convention. We could not have such a nice event without our sponsors. The sponsors are listed in this newsletter on page 3.

NCLTA is continuing it efforts to increase standards and professionalism in our industry. We have contacted the Department of Insurance regarding updating the underwriter licensing examination. We hope to work with them on other educational initiatives as well.
Double-Take? NCLTA 2008 Convention Returns to Asheville

The 2008 annual convention of the North Carolina Land Title Association will return to the Grove Park Inn and Resort in the mountains of Asheville, NC, August 14-16. (A favorite destination, the Grove Park Inn was also the site of the Real Property Section annual convention in early May.)

What will make the NCLTA convention different? Designed to appeal to both the title insurance professional and the real property attorney, the Continuing Legal Education (CLE) sessions on Friday and Saturday mornings will provide a mixed approach to title insurance and real estate issues with Joe Casa of October Research discussing “Hot Legal and Regulatory Topics in the Title Industry” and Larry Maitlin, a Raleigh attorney, giving the latest perspective on “Power of Sales Foreclosures.” Anne Anastasi, ALTA Board member and chair of the ALTA Public Relations Committee, will provide an update on activities at the national level, while incoming Real Property Section Council Chair Robert Allen will discuss changes on the state bar association scene while NCLTA lobbyist David Ferrell will update us on legislation for the Short Session. “Federal Liens and Mechanics Liens” will be covered by Ed Urban of Attorneys Title, div. of UGTIC, Charlotte. Campbell University Law School Professor Patrick Hetrick will return with a “Property Law Update,” and Margaret Burnham of Nexsen Pruet in Greensboro will discuss “What to do if you are appointed as a State Bar Trustee.”

NCLTA social events are planned to maximize interaction and enjoyment of participants. Thursday evening’s welcome reception will be outdoors on the Vanderbilt Terrace, overlooking the Grove Park Inn Spa and the Blue Ridge Mountains, providing a scenic backdrop for mingling and relaxing with friends and colleagues. During the morning continental breakfasts and refreshment breaks, delegates can visit the booths of sponsoring companies and socialize before the education sessions begin. On Friday evening, get ready to party, starting with a cocktail reception after the golf tournament, a dinner banquet, and a dance band for a night of “get down and boogie.”

The Grove Park Inn Resort & Spa is adding a new Retail Village to the 10th floor of the Vanderbilt Wing. Comprised of four specialized boutiques, the Village is expected to include:

“Signature of Grove Park” - Logo merchandise and travel essentials.
“Treasures from The Park” - Fine hand-crafted gifts.
“Tastings of Grove Park” - A culinary store with much more.
“Christmas In The Park” - A holiday wonderland offering all things merry.

Don’t forget that the mountain air is 10 degrees cooler than the Piedmont, so by mid-August you will be ready for a change in altitude. So mark your calendar for the August 14-16 and the NCLTA 2008 annual convention!

Due to the popularity of the Grove Park Inn and several other meetings already booked on property, our sleeping room block is expected to be filled very quickly. You should also make lodging reservations at the Grove Park Inn by calling the resort at 1-800-438-5800 and mentioning “NC Land Title Association.” Or using their online reservations at www.groveparkinn.com and enter the group number 6851AN. The room rate is $229 plus tax per night, single or double. Registration materials are expected to be ready around the middle of June.
The Department of Housing and Urban Development (HUD) published revised proposed RESPA (Real Estate Settlement Procedures Act) rules in the March 14, 2008, issue of the Federal Register to “improve the process of obtaining mortgages and reduce consumer costs. The 95-page document creates a standard GFE, applies cost tolerances, and requires settlement agents to draft, read, and provide a “closing script” to consumers. Public comments are due June 12, 2008 (extended 30 days from the original deadline of May 12). In addition, HUD has also published a nearly 600-page “Regulatory Impact Analysis and Initial Regulatory Flexibility Analysis.”

The American Land Title Association (ALTA) has issued a one-page response to the proposed RESPA rule in which ALTA CEO, Kurt Pfotenhauer, commented, “We fully embrace HUD’s objective of providing consumers with understandable and reliable information on the cost of mortgage loans and settlement services, however, we are concerned that the proposed changes to RESPA announced today may fall short of achieving this goal.

“Simplification is an elusive commodity in an inherently complex transaction and HUD has wrestled for years with how to proceed in revising these rules. However, it is essential that on the other side of this 94 page proposal with its 590 pages of economic analysis, borrowers leave the closing table understanding their loan.

“As professionals who represent the consumer throughout the settlement process, we are in a unique position to provide meaningful feedback to HUD on the current RESPA proposal.

“We look forward to working with policymakers and other trade associations in the coming weeks to craft meaningful reforms that simplify the settlement process, make it more transparent, and promote greater consumer choice.”

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Thanks to NCLTA 2008 Convention Sponsors!

The following companies and law firms have donated towards supporting the NC Land Title Association 2008 annual convention at the Grove Park Inn and Resort, August 14-16, 2008, in Asheville, NC:

**Golf Tournament**
Pendergrass Law Firm, LLC

**Welcome Reception**
SoftPro Corporation

**Breakfasts & Refreshment Breaks**
Horack Talley, Pharr & Lowdnes, P.A.
Roberts & Stevens, P.A.

**Musical Entertainment**
Nelson Mullins Riley & Scarborough, LLP
Paragon Commercial Bank

**Binders**
Carruthers & Roth

**Tote Bags**
October Research

**Speakers**
Brooks, Pierce, McLendon, Humphrey & Leonard, LLP
Nexsen Pruet, PLLC
Smith Moore, LLP
Roberson, Haworth & Reese, PLLC
Ward and Smith, P.A.
Wishart, Norris, Henning & Pittman, PA
Womble, Carlyle, Sandridge & Rice, PLLC
Wyatt, Early, Harris & Wheeler, LLP
Wyrick, Robbins, Yates & Ponton, LLP

**Friday Reception**
White & Allen, P.A.

**Registration Packets & Golf Box Lunches**
Poyner & Spruill

**Audio-Visual**
Boxley, Bolton, Garber & Haywood, LLC
Whatever You Need,

Whenever You Want,

Wherever You Are,

No Matter Your Size.

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Keeping the North Carolina Economy in Perspective

By Mark Vitner, Senior Economist, Wachovia Corporation Economics Group

North Carolina’s economy is still seeing solid employment gains, but the unemployment rate has moved higher in recent months. Meanwhile, industrial development remains strong in most major metropolitan areas, particularly in technology and energy-related ventures.

North Carolina has seen record population gains during the past two years, with the Charlotte and Raleigh-Durham regions leading the way. Since our state did not experience the same rapid price appreciation during the housing boom as was seen in some parts of the country, therefore, home prices are holding up relatively well, and median prices are roughly in line with the national median. New single-family activity has declined from cycle highs, as national builders have scaled back to bolster their balance sheets and reduce inventories. Meanwhile, inventories of new homes are relatively lean in Charlotte and Raleigh, with total inventory in Charlotte at its lowest level in six years.

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Efficient & effective service wherever our clients need us.

Our title litigation group travels throughout the area to represent title companies, attorneys, owners, lenders, buyers & sellers.

reformation actions, lien priority disputes, mechanics’ lien issues, complex foreclosures, restrictive covenants, zoning disputes, contract disputes, bankruptcy implications, easements & access issues

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North Carolina Legislature Focuses on Budget, Housing Issues

By David P. Ferrell, Vandeventer Black, LLP, NCLTA Lobbyist

House leadership predicts that a House budget bill will be ready by June 2nd, the date set in a budget timetable created by legislative leaders. Bills continue to be introduced that affect the state budget or that were recommended by legislative study committees.

LIENS ON MOBILE HOMES

On May 22, House Bill 2476 and Senate Bill 1878, Property Tax Modifications, were introduced and referred to the House and Senate Finance Committees. The identical bills, introduced by Representatives Brubaker and Hill in the House and Senator Clodfelter in the Senate, would treat mobile homes considered “personal property” the same as other homes with respect to property tax liens. The bill would also allow the tax lien to attach to other unrelated real property owned by the owner in the county. Specifically the new section (b) of NCGS 105-335, “Creation of Tax Lien, date as of which lien attaches”, is proposed to read: “(b) Lien on Mobile Home Listed as Personal Property. – The lien for taxes levied on a mobile home listed as personal property shall attach to the mobile home and to all real property of the taxpayer in the taxing unit on the date as of which property is to be listed under G.S. 105-285.” The apparent goal of this provision is to address the situation where there are unpaid taxes and a person sells a mobile home considered “personal property” before it can be seized. This provision is identical to a provision added to a property tax bill last session by Senator Clodfelter at the request of the county tax assessors, a sub-set of the NC Association of County Commissioners. Last year, NCLTA met with Senator Clodfelter and expressed its concerns with the mobile home lien provision, and other groups’ concerns with other portions of the bill, so Senator Clodfelter decided not to push the bill through last session. That bill, Senate Bill 1309, Fairness in PT Values/Lien on Mobile Home is also in the House Finance Committee and is eligible for consideration during this session. NCLTA’s concern have also been expressed about the mobile home lien provision to the NC Association of County Commissioners’ lobbyist, and we plan to discuss these concerns with representatives of the county tax assessors.

OTHER BILLS OF INTEREST:

House Bill 2230, HFA/Expand Home Protection Program, would direct the North Carolina Housing Finance Agency (HFA) to develop, implement, and administer a program to assist North Carolina workers who have lost jobs as a result of changing economic conditions in the state and are in need of assistance to avoid losing their homes to foreclosure. Introduced by Representative Goforth and referred to House Judiciary II Committee.

House Bill 2257, Rail and Infrastructure Study Committee, would create a Rail and Infrastructure Study Committee, as recommended by the Joint Legislative Transportation Oversight Committee, to study infrastructure necessary to establish an inland port, including the connection between major rail lines in the State, and to focus its study on the Clinchcross crossing of the Norfolk Southern and CSX railroads near Marion, North Carolina. It is not clear whether any of the issues of concern to NCLTA with the Railroad Corridor Study will be addressed by this committee. Introduced by Representative Gillespie and referred to House Transportation Committee.

House Bill 2271, City of Troy/Quick Take Procedure, would repeal the sunset and make permanent the law authorizing the city of Troy and the Troy Redevelopment Commission to use the “quick take” procedure when acquiring property for the Smitherman Village neighborhood. Introduced by Representative Goodwin and referred to House Local Government II Committee.

House Bill 2287, Service of Process/Electronic or Fax Receipt. The bill provides that when service of process is performed by a designated private delivery service under Rule 4 of the Rules of Civil Procedure, an electronic or facsimile receipt can be used as proof of service. The bill would add a new subsection “(j6)” to Rule 4 to specifically state that service by electronic mailing (e-mail) is not authorized. Introduced by Representative Ross and referred to the House Judiciary I Committee.

continued on page 8
House Bill 2412, DOT/Fiber Optic Cable, would amend NCGS 136-18(2) to authorize the Department of Transportation to acquire rights-of-way for location or relocation of broadband communications lines (fiber optic cable) for utilities or governmental entities, whether above or below ground. Introduced by Representatives Faison and Bryant and referred to House Agribusiness and Agriculture Economy Committee.

House Bill 2415, Set Regulatory Fees for 2008, provides that the percentage rate to be used in calculating the insurance regulatory charge under NCGS 58-6-25 is to be 5.5% for calendar 2008, which is the same rate as last year. Introduced by Representative Luebke and referred to House Finance Committee.

House Bill 2461, Foreclosure Reduction/Legal Services Funds, would appropriate $3 million for 2008-2009 to the North Carolina State Bar and the funds would be made available to Legal Services of Southern Piedmont, Pisgah Legal Services, the Land Loss Prevention Project, Legal Aid of North Carolina, and the Financial Protection Law Center, to provide legal services to low-income homeowners in North Carolina in order to help prevent foreclosure and home loss and preserve home equity. Introduced by Representatives Blue and Church and referred to House Appropriations Committee.

House Bill 2462, Foreclosure Prevention Funds, would appropriate $6 million for 2008-2009 to the North Carolina Housing Finance Agency to be used to provide housing counseling to help prevent foreclosure and home loss and preserve home equity among homeowners in North Carolina. Introduced by Representatives Blue, Church, Carney and Weiss and referred to House Appropriations Committee.

House Bill 2463, Regulate Mortgage Servicers. This bill contains recommendations of the House Select Committee on Rising Home Foreclosures. The bill would establish a licensure process for “mortgage servicers” under the Mortgage Lending Act. “Mortgage servicers” would mean those who engage in the business of receiving scheduled periodic payments from borrowers pursuant to the terms of a loan and make the payments of principal and interest and other payments, including escrow payments. Mortgage servicers would be required to obtain a license like mortgage brokers and bankers. The duties of a mortgage servicer would include the obligations to safeguard money entrusted to them; follow reasonable instructions from the borrower; act with reasonable skill, care and diligence; file with the Commissioner of Banks a schedule of costs and fees; file with the Commissioner, on request, a statement of the number of loans the servicer is servicing along with specified information on the loans; make specified disclosures to the borrower; and in the event of any delinquency or other act of default by the borrower, act in good faith to inform the borrower of the facts regarding the loan and its status and negotiate with the borrower a resolution of the delinquency. The bill would prohibit a number of activities by a mortgage servicer, including attempting to place insurance on a mortgaged property that already has insurance in place and to engage in specified other activities with respect to insurance; refusing to reinstate a delinquent loan when tender is made in a timely and sufficient manner; failing to make specified notice before foreclosure is initiated; and making certain charges after foreclosure. Introduced by Representatives Blue and Church and referred to House Financial Institutions Committee.

Senate Bill 1694, Air Space Encroachment for City of Wilmington, would authorize the Department of Transportation to permit private use and encroachment of the air space above State Road 1100, River Road, in the city of Wilmington, for the construction of a material conveyance system, provided it does not unreasonably interfere with property rights, easements, or public use. Introduced by Senator Boseman and referred to Senate Transportation Committee.

Senate Bill 1698, Express Permitting Review Program, would allow the Department of Transportation (DOT) to develop a fee supported express review program for applicants wishing to make a connection to the state highway system for a driveway, street, signal, drainage, or any other encroachment. Introduced by Senator Jenkins and referred to Senate Judiciary II Committee.

Senate Bill 1793, HFA/Expand Home Protection Program, is identical to House Bill 2230 discussed above. Introduced by Senator Dalton and referred to Senate Judiciary II Committee.

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Around the State

Our condolences are extended to NCLTA Honorary Member Bruce Boney and his family on the passing on March 28 of his wife of nearly 60 years, Grace, the “First Lady of Title Insurance in North Carolina.” They had two children and two grandchildren. Grace had a career of her own as a copywriter; was active in Charlotte charities and her church; and loved golf, bridge, and the beach. In lieu of flowers, memorials may be made to Covenant Presbyterian Church, 1000 East Morehead Street, Charlotte, NC 28204, First Church of Christ Scientist, 1048 E. Morehead Street, Charlotte, NC 28204, or to the charity of the donor’s choice.

Directory correction: Attorney member Amy Edge has a new email address, aedge@tarrriver.org and phone number (919)496-5902. Her county should be listed as “Franklin” rather than “Granville.”

Convention Calendar

NCLTA 2008 Annual Convention
August 14-16, 2008
The Grove Park Inn Resort & Spa
Asheville, NC
www.groveparkinn.com

NCLTA 2009 Annual Convention
September 17-19, 2009
Wild Dunes Resort
Isle of Palms, SC
www.wilddunes.com

2008 ALTA Annual Convention
October 15-18, 2008
Hyatt Kauai Resort and Spa
Koloa, HI

2009 ALTA Annual Convention
October 21-24, 2009
The Breakers
Palm Beach, FL

NCLTA 2009 Annual Convention
September 17-19, 2009
Wild Dunes Resort
Isle of Palms, SC
www.wilddunes.com

2010 ALTA Annual Convention
October 13-16, 2010
Manchester Grand Hyatt
San Diego, CA

Legislature Focuses on Budget
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Senate Bill 1851, Service of Process/Electronic or Fax Receipt, is identical to House Bill 2287 described above. Introduced by Senator Hartsell and referred to Senate Judiciary II Committee.

For more information about legislation described in the legislative reports, contact David Ferrell at dferral@vanblk.com or (919) 754-1171. Information is also available on the General Assembly’s website: www.ncga.state.nc.us.

President’s Message
continued from page 1

As you can see, your Association is very busy. Although competitors in the marketplace, our members share a lot of the same concerns, and I continue to be impressed at what we accomplish when everyone comes together through this Association to address and tackle issues. There is still a lot to be accomplished. If you are interested in participating on a committee, please contact me. I look forward to seeing you all in Asheville in August.
In a May 22 letter to Mortgagees, the Federal Housing Administration (FHA) has announced its newly developed form HUD-92900-LT, FHA Loan Underwriting and Transmittal Summary (LT) to replace both mortgage credit analysis worksheets, HUD-92900-PUR and HUD-92900-WS (MCAWs). Lenders will still responsible for calculating the mortgage amount in accordance with existing FHA statutory requirements and documenting that calculation in the loan origination file. By signing and dating this form (when required) underwriters are providing their final decision to approve the loan application for FHA mortgage insurance. The HUD-92900-LT does not replace but will be used in conjunction with the HUD-92700-WS, the 203(k) Maximum Mortgage Worksheet.

The HUD-92900-LT provides one document for all forward mortgage types, including refinance transactions, and simplifies the disclosure of loan-level information. Mortgagees may begin using this new form on June 9, 2008, but are required use it for all loan applications taken on or after October 1, 2008. All references to the MCAW, in previous Mortgagee Letters and HUD Handbooks, are replaced by the HUD-92900-LT.

The form HUD-92900-A, Addendum to Uniform Residential Loan Application, has also been updated with minor revisions. Specifically, there are now dedicated signature lines for co-borrowers in Parts IV and V, along with a footnote in Part V informing borrowers they must sign both of these Parts. Part III has been updated to inform program participants where to find Office of Management and Budget control numbers and approved information collections on OMB’s website. Lenders may begin using this form immediately but must use it for all loan applications taken on or after October 1, 2008.

The revised forms are available at http://www.hud.gov/offices/adm/hudclips/forms. For any questions regarding these changes, please contact the FHA Resource Center at 1-800-CALLFHA.
Title Opinion Forms Revision, Strategic Planning Cap February Executive Committee Meeting

The joint NC Bar Association-NC Land Title Association title opinion forms, 1-P and 1-F (Preliminary and Final Opinion on Title) were under further scrutiny by the Executive Committee during its February 12, 2008, meeting. Forms Committee Chair Sarah Friede Wagner presented a number of proposed revisions to the forms as gleaned from the NCBA Real Property Section and NCLTA. Additional changes were suggested by the Executive Committee. Once the NCLTA Executive Committee approves changes, the revised versions will be presented to the Real Property Section Council. The Executive Committee also spent a considerable amount of time revisiting its strategic plan.

The independent CPA review reported an increase in unrestricted net assets for the 2007 fiscal year of $52,021, due to an increase in sponsorship revenues, convention revenues, memberships, and the special assessment carry forward.

The Education Committee reported that nine copies of the Study Guide CD had been sold in 2007, but nine orders had already been received in the first six weeks of 2008. The 2007 version will be revised with information pertaining to the fairway endorsement, construction loans, and the absence of the equity line policy.

Candice Williams reported on convention plans (see related article on page 2) and sponsorships raised (see related article on page 3). Chris Burti reviewed proposed legislation for the 2008 Short Session.

The next Executive Committee meeting was held on Tuesday, May 13, at 10:30 a.m. at the association’s headquarters in Raleigh and will be summarized in the summer issue of the newsletter.

2008 ALTA Forms

The North Carolina Department of Insurance has approved the following new or revised 2008 America Land Title Association (ALTA) forms, effective 1/1/08:

- three revised Closing Protection Letters,
- the Homeowner’s Policy,
- the Expanded Coverage Residential Loan Policy,
- the Short Form Expanded Coverage Residential Loan Policy, an
- ALTA Endorsement Form 23-06 (Co-insurance)

The Tertiary Facultative Reinsurance Agreement (Type II) was not submitted for approval since the NCDOI does not want NCLTA to submit that.

Subsequently, a small revision was made to the Expanded Coverage Residential Loan Policy (1/1/08) that was submitted to NCDOI and approved effective March 14, 2008, and another small revision made to the ALTA Short Form Residential Loan Policy for one- to four-family residence (1/1/08) was approved effective May 7, 2008.

Thanks to the Sponsors of the Real Property Section Social Events

The following companies helped to co-sponsor the annual convention social events for the NC Bar Association’s Real Property Section Annual Convention, May 2-3, 2008:

- Attorneys Title, div. of UGTIC
- Chicago Title Insurance Co.
- Commonwealth Land Title
- Fidelity National Title Insurance Co.
- Investors Title Insurance Co.
- LandAmerica/Lawyers Title Insurance Co.
- Statewide Title, Inc.
- Stewart Title Guaranty Co.
- Surety Land Title
- Title Company of North Carolina
I run a busy title agency. We needed greater out-of-office flexibility than our local network could provide. Then we went with TSS Hosted Solutions. Now, we can access our system from the office, from home, from a conference—from anywhere there’s an Internet connection.

I’m glad we chose TSS.
Sam Mann Memorial Award

The purpose of this award is to recognize a new generation of leaders in the title industry. The award winner will demonstrate the special qualities of Sam Mann in terms of contributions, encouragement, and support of the title industry.

- Put people at ease, inclusive, and caring; willing to listen
- Approach life with wisdom, dignity, courage, and a sense of humor
- Dependable, honest, loyal, and trustworthy
- Willingly seek leadership opportunities

The award will honor a person new to the title industry. Candidates will be considered annually by the Nominations Committee and those selected presented with a plaque at the annual meeting. The postmark/email deadline for nominations is June 30, 2008. Please submit your nominations to the NCLTA Nominations Committee, c/o NCLTA, 1500 Sunday Drive., Suite 102, Raleigh, NC 27607-5151, fax 919/787-4916, email: exec@nclta.org or pdepas@firstpointresources.com, phone 919/861-5584.

I hereby submit a nomination for the SAM MANN MEMORIAL AWARD for:

Nominee’s Name: ________________________________________________________________
Company: __________________________________________________________________________
Address: __________________________________________________________________________
City: __________________________________ State: _______ Zip: ________________________
Phone: __________________________________________________________________________
Fax: __________________________________________________________________________
Email: __________________________________________________________________________
Number of Years Working in Title Industry: ______________

Please attach a narrative of why you feel that individual demonstrates the qualities of Sam Mann, a biography or other summary of work history and contributions, reference letters, a photograph, and any other information you feel would be pertinent to the selection committee.

Signed by Nominator: __________________________________ Date: ______________
Company: __________________________________________________________________________
Address: __________________________________________________________________________
City: __________________________________ State: _______ Zip: ________________________
Phone: __________________________________________________________________________
Fax: __________________________________________________________________________
Email: __________________________________________________________________________