

## How to Create Multiple Policy Inserts Using PrepExpress Online®

When multiple properties are secured by one mortgage, only one title insurance policy is needed. To create a policy, the steps are as follows:

Step 1: Create a new file in PrepExpress.

Step 2: Complete the General Information tabs, entering the details of the first property, parties, and transaction.

- a. For Property Address 1, enter "See continuation sheet". Enter the actual street address in the Property Address 2 field (see below):

Property	Transaction	Parties	Taxes	Notes
Transaction Type :	Purchase/New Mortgage			
Property Type :	Non-Residential - All other properties			
Conveyance Tax Type :	Non-Homestead			
Property Address 1 :	See continuation sheet			
Property Address 2 :	200 Main Street			
State:	Vermont			
Community :	Warren			Search
Town :	Warren			
County :	Washington			
Zip Code :	05674			
Property Form Display :	*See continuation sheet, 200 Main Street, Warren, VT 05674			

Step 3: Create a new Policy Commitment. Enter Property #1 information if it is not already there. Request a Commitment Jacket.

Step 4: From the Schedules menu, select "Schedule A Continuation". Enter the Schedule A information each of the other properties as follows:

Additional properties to be secured by the insured Mortgage:

### Property Two:

1. Effective Date: **[date of search for Property 2]**.
2. Policy or Policies to be issued: **Loan Policy: \$450,000.00.** (indicate if policy will be Expanded).
3. The estate or interest in the land described or referred to in this Commitment is **fee simple**.
4. Title to the estate or interest in the land is a the Effective Date vested in:  
**Name of current owner.**

5. The land referred to in this Commitment is described as follows:

**Property Address.**

**Repeat for each additional property to be secured by the insured mortgage.**

Step 7: From the Schedules menu, select "Schedule B Requirements". Enter the Requirements for each of the properties as follows (note: there may be more requirements than shown below!):

**As to [enter property address for property #1]:**

1. Duly execute and record a mortgage from \_\_\_\_\_ (mortgagor) to \_\_\_\_\_ (lender) in the amount of \_\_\_\_\_.
2. Duly execute and record discharge for a mortgage Deed from \_\_\_\_\_ (mortgagors) to \_\_\_\_\_ (lender), dated \_\_\_\_\_ and recorded in Book \_\_\_\_, Pages \_\_\_\_.

**Repeat for each additional property to be secured by the insured mortgage.**

Step 8: From the Schedules menu, select "Schedule B Exceptions". List all policy exceptions for each property in the same format as for Step 7.

Step 9: From the Schedules menu, select "Property Description". List property descriptions for each property in the same format as for Steps 7 and 8.