

Creating, Voiding and Revising a Stewart CPL

Creating a Stewart CPL

Note: A file should be created and saved before beginning this process.

Steps

1. Click Add/Edit Transactions.

NJ CPL Demo

Title Index: 3717475 Underwriter: Stewart Title Guaranty Company

Applicant: Client: Berry
Cust Ref: Berry
Salesman: Stewart Title

REGULAR
RUSH
SUPER RUSH

123 5th Avenue, Cape May NJ (Cape May County)
Premises Type: Residential One Family Dwelling
Survey Inst.

PREMIUMS
Owners Policy: \$0.00
Loan Policies: \$0.00
Endorsements: \$0.00

TITLE APPLICATION DATES		BY
Order Date	4/6/2021	S3
Due Date	4/26/2021	N/A
Read Date		
Typed Date		
Proofread Date		
Reported Date		
Proj'd. Closing		
Sch'd. Closing	4/30/2021	S3
Closed	<input type="checkbox"/>	
Cancelled	<input type="checkbox"/>	On Hold <input type="checkbox"/>
Alert	<input type="checkbox"/>	Special Instructions <input type="checkbox"/>

Party Name: BUYER Brent Berry, LENDER Wells Fargo Bank, N.A.

Buttons: New, Find, Send, Delete, Notes, Go To, Exit

2. Click **Loan Policy**.

Edit Title Insurance Policies

Title Policies:		Endorsements and Closing Service Letters:	
Loan Policy	\$0.00	Mortgage	\$0.00

Waiver of Arbitration Endors: \$0.00

Buttons: Owners, Loan Policy, X, Up, Down

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3. Click **Closing Prot. Ltr**

Edit Title Insurance Policies

Title Policies:		Endorsements and Closing Service Letters:	
Loan Policy	\$0.00	Mortgage	\$0.00
		Waiver of Arbitration Endors	
		\$0.00	

Owners Policy
 Loan Policy

Options applicable to the Selected Policy:	Options applicable to the Application:
Policy Amount: \$0.00	Owners Policy Premium(s): \$0.00
Policy Type: Mortgage	Loan Policy Premium(s): \$0.00
Policy Premium: \$0.00	Total Endorsements: \$0.00
Policy Note:	Prior Title Insurance Policy Credit:
Loan Number:	Prior Policy Credit Type:
Remittance Code:	Invoice Remarks (below):
Enhanced Policy Rates Apply: Not Applicable	
Amount Refinanced or Wrapped:	
Closing Service Letter ID:	
Taxable Amount:	
State Transfer Tax Options:	
State Special (Mansion) Tax Options:	

Rates Effective As Of: 9/1/2019 Current Calculation As Of: 4/30/2021

4. File information is populated. Edit any information as needed. Then click **Continue**.

Stewart Title CPL Step 1

CPL - Stewart Title - Step 1 User Guide

Title Number	NJ CPL Demo		Username	asmtestuser4@dev.picdev.local	Password	*****	Edit
State	New Jersey						Save
Agent	StewartAccess Test Agency						Default
Covered Party	Lender						

Properties	Add		Remove				
n/a							
Prop. Type	Residential - General						
Address	123 5th Avenue						
Address 2							
City	Cape May	County	Cape May	State	NJ	Zip	
Section		Block		Lot		Subdiv.	
Metes and Bounds	County of Cape May, State of New Jer		Parcel Identifier				

Parties	Add		Remove		
Lender	Wells Fargo Bank, N.A.	7 St. Paul St., Baltimore, MD, 21202			
Buyer/Borrower	Brent Berry	123 5th Avenue, Cape May, NJ			
Name	Wells Fargo Bank, N.A.				
Type	Lender	Entity/Individual	Entity	Scr. Lang.	
Address	7 St. Paul St.				
City	Baltimore	State	MD	Zip	21202
Lender	Wells Fargo Bank, N.A.				

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5. Select an **Approved Attorney**, a **Secondary Agent**, or a **Settlement Company**. Click **Download Now**

Stewart Title CPL Step 2

CPL - Stewart Title - Step 2 User Guide

Location: StewartAccess Test Agency Inc - 1980 Post Oak Suite 800 Default

Branch: Corp Admin Office Default

Form: NJ Single Transaction CPL Lender, Purchaser, Lessee or Borrower

Loan Number: Date: 4/6/2021

Additional Party

None Approved Attorney Secondary Agency Settlement Company

Party	Please Choose	View	Favorites
Name	Please Choose		
Address	Law Offices of Steven A. Sema, LLC - 5300 Bergenline Avenue		
Address 2	SACRTSCOMP - 100 Hamilton Plaza		
Address 3	Varsity Closing Services, LLC - 1930 Marlon Pike East		
City	<input type="text"/>	State	<input type="text"/>
Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>

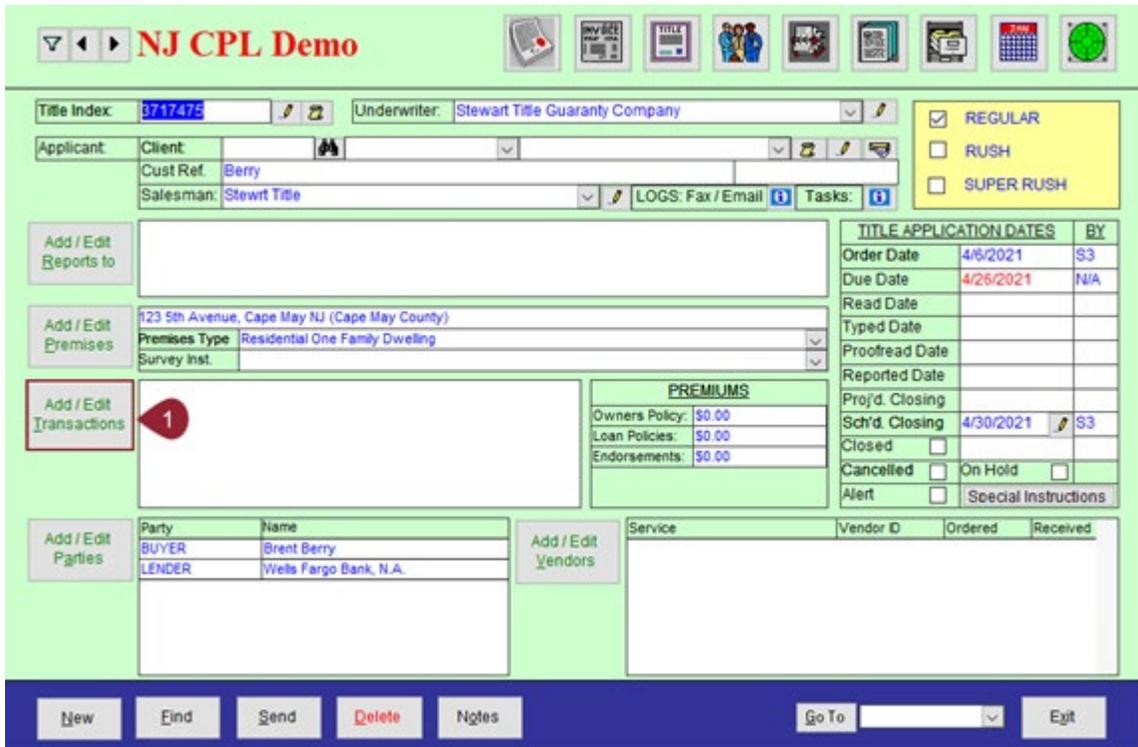
Cancel 5 Download Now

The Stewart CPL is generated and displayed for printing or downloading.

Creating, Voiding and Revising a Stewart CPL

Voiding an Issued CPL

1. Click **Add/Edit Transactions**.



NJ CPL Demo

Title Index: 9717475 Underwriter: Stewart Title Guaranty Company

Applicant: Client: [] Cust Ref: Berry Salesman: Stewart Title LOGS: Fax / Email Tasks: []

REGULAR
 RUSH
 SUPER RUSH

PREMIUMS

Owners Policy:	\$0.00
Loan Policies:	\$0.00
Endorsements:	\$0.00

TITLE APPLICATION DATES

Order Date	BY
4/6/2021	S3
Due Date: 4/26/2021	N/A
Read Date	
Typed Date	
Proofread Date	
Reported Date	
Proj'd. Closing	
Sch'd. Closing: 4/30/2021	S3
Closed	<input type="checkbox"/>
Cancelled	<input type="checkbox"/> On Hold <input type="checkbox"/>
Alert	<input type="checkbox"/> Special Instructions

Parties

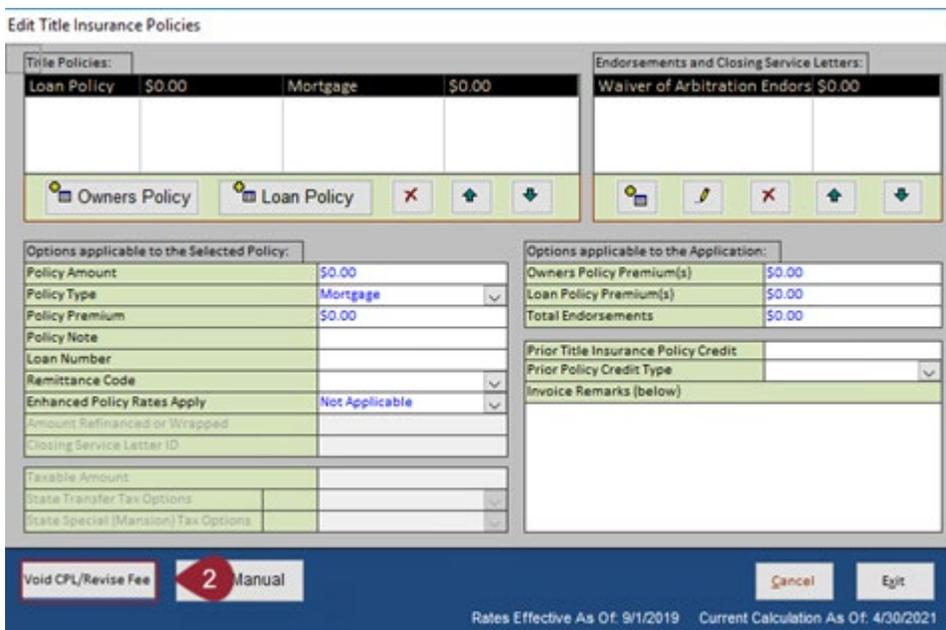
Party	Name
BUYER	Brent Berry
LENDER	Wells Fargo Bank, N.A.

Vendors

Service	Vendor ID	Ordered	Received

Buttons: New, Find, Send, Delete, Notes, Go To, Exit

2. Click **Void CPL/Revise Fee**.



Edit Title Insurance Policies

Title Policies:

Loan Policy	\$0.00	Mortgage	\$0.00
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Endorsements and Closing Service Letters:

Waiver of Arbitration Endors	\$0.00
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Options applicable to the Selected Policy:

Policy Amount	\$0.00
Policy Type	Mortgage
Policy Premium	\$0.00
Policy Note	
Loan Number	
Remittance Code	
Enhanced Policy Rates Apply	Not Applicable
Amount Refinanced or Wrapped	
Closing Service Letter ID	
Taxable Amount	
State Transfer Tax Options	
State Special (Mansion) Tax Options	

Options applicable to the Application:

Owners Policy Premium(s)	\$0.00
Loan Policy Premium(s)	\$0.00
Total Endorsements	\$0.00
Prior Title Insurance Policy Credit	
Prior Policy Credit Type	
Invoice Remarks (below)	

Buttons: Void CPL/Revise Fee, Manual, Cancel, Exit

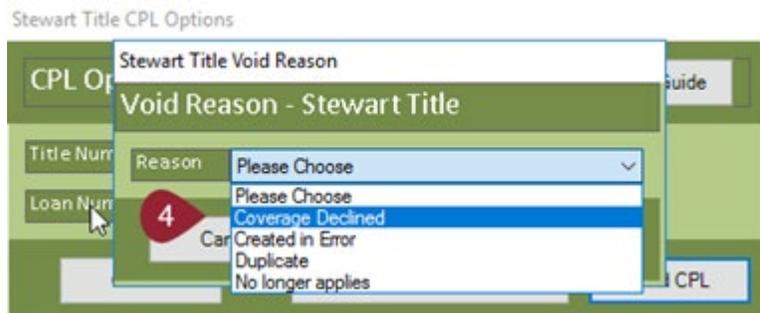
Rates Effective As Of: 9/1/2019 Current Calculation As Of: 4/30/2021

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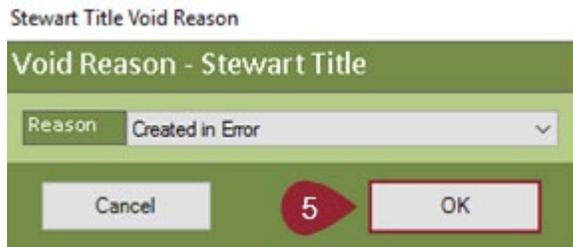
3. Click Void CPL



4. Select a CPL **Void Reason** from the dropdown



5. Click **OK**.



The Stewart CPL is Voided.

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Revising an Issued CPL

NOTE: Once Jacket has been issued on a file, the CPL Fee may be revised.

- 1. Click **Void CPL/Revise Fee**.

Edit Title Insurance Policies

Title Policies:		Endorsements and Closing Service Letters:	
Loan Policy	\$0.00	Mortgage	\$0.00
		Waiver of Arbitration Endors	\$0.00

Options applicable to the Selected Policy:

Policy Amount	\$0.00
Policy Type	Mortgage
Policy Premium	\$0.00
Policy Note	
Loan Number	
Remittance Code	
Enhanced Policy Rates Apply	Not Applicable
Amount Refinanced or Wrapped	
Closing Service Letter ID	

Options applicable to the Application:

Owners Policy Premium(s)	\$0.00
Loan Policy Premium(s)	\$0.00
Total Endorsements	\$0.00
Prior Title Insurance Policy Credit	
Prior Policy Credit Type	
Invoice Remarks (below)	

Buttons: Void CPL/Revise Fee (1), Manual, Cancel, Exit

Rates Effective As Of: 9/1/2019 Current Calculation As Of: 4/30/2021

- 2. Click **Revise CPL Fee**.

Stewart Title CPL Options

CPL Options - Stewart Title [User Guide](#)

Title Number: NJ CPL Demo

Loan Number:

Buttons: Cancel (2), Revise CPL Fee, Void CPL

- 3. Make the necessary edits, then click **Revise CPL Fee**. The CPL Fee is revised and sent to Stewart.

Stewart Title CPL Revise Fee

CPL Revise Fee - Stewart Title [User Guide](#)

Title Number: NJ CPL Demo

Loan Number:

Fee: \$75.00

Remittance: \$75.00

Buttons: Cancel, Revise CPL Fee (3)