



THE FOLLOWING COMMITMENT FOR TITLE INSURANCE IS NOT VALID UNLESS YOUR NAME AND THE POLICY AMOUNT ARE SHOWN IN SCHEDULE A, AND OUR AUTHORIZED REPRESENTATIVE HAS COUNTERSIGNED BELOW.

COMMITMENT FOR TITLE INSURANCE T-7  
ISSUED BY

**COMMONWEALTH LAND TITLE  
INSURANCE COMPANY**

We (COMMONWEALTH LAND TITLE INSURANCE COMPANY) will issue our title insurance policy or policies (the Policy) to You (the proposed insured) upon payment of the premium and other charges due, and compliance with the requirements in Schedule C. Our Policy will be in the form approved by the Texas Department of Insurance at the date of issuance, and will insure your interest in the land described in Schedule A. The estimated premium for our Policy and applicable endorsements is shown on Schedule D. There may be additional charges such as recording fees, and expedited delivery expenses.

This Commitment ends ninety (90) days from the effective date, unless the Policy is issued sooner, or failure to issue the Policy is our fault. Our liability and obligations to you are under the express terms of this Commitment and end when this Commitment expires.

COMMONWEALTH LAND TITLE INSURANCE COMPANY

Agent:  
**Metropolitan Escrow and Title, LLC**



By: Kimberly Nelson, Escrow Officer and  
Authorized Countersignature



By:



President

Attest:



Secretary

**CONDITIONS AND STIPULATIONS**

1. If you have actual knowledge of any matter which may affect the title or mortgage covered by this Commitment that is not shown in Schedule B, you must notify us in writing. If you do not notify us in writing, our liability to you is ended or reduced to the extent that your failure to notify us affects our liability. If you do notify us, or we learn of such matter, we may amend Schedule B, but we will not be relieved of liability already incurred.
2. Our liability is only to you, and others who are included in the definition of Insured in the Policy to be issued. Our liability is only for actual loss incurred in your reliance on this Commitment to comply with its requirements, or to acquire the interest in the land. Our liability is limited to the amount shown in Schedule A of this Commitment and will be subject to the following terms of the Policy: Insuring Provisions, Conditions and Stipulations, and Exclusions.

Title insurance insures you against loss resulting from certain risks to your title.

The commitment for Title Insurance is the title insurance company's promise to issue the title insurance policy. The commitment is a legal document. You should review it carefully to completely understand it before your closing date.

El seguro de título le asegura en relación a pérdidas resultantes de ciertos riesgos que pueden afectar el título de su propiedad.

El Compromiso para Seguro de Título es la promesa de la compañía aseguradora de títulos de emitir la póliza de seguro de título. El Compromiso es un documento legal. Usted debe leerlo cuidadosamente y entenderlo completamente antes de la fecha para finalizar su transacción.

Your Commitment for Title Insurance is a legal contract between you and us. The Commitment is not an opinion or report of your title. It is a contract to issue you a policy subject to the Commitment's terms and requirements.

Before issuing a Commitment for Title Insurance (the Commitment) or a Title Insurance Policy (the Policy), the Title Insurance Company (the Company) determines whether the title is insurable. This determination has already been made. Part of that determination involves the Company's decision to insure the title except for certain risks that will not be covered by the Policy. Some of these risks are listed in Schedule B of the attached Commitment as Exceptions. Other risks are stated in the Policy as Exclusions. These risks will not be covered by the Policy. The Policy is not an abstract of title nor does a Company have an obligation to determine the ownership of any mineral interest.

- **MINERALS AND MINERAL RIGHTS** may not be covered by the Policy. The Company may be unwilling to insure title unless there is an exclusion or an exception as to Minerals and Mineral Rights in the Policy. Optional endorsements insuring certain risks involving minerals, and the use of improvements (excluding lawns, shrubbery and trees) and permanent buildings may be available for purchase. If the title insurer issues the title policy with an exclusion or exception to the minerals and mineral rights, neither this Policy, nor the optional endorsements, ensure that the purchaser has title to the mineral rights related to the surface estate.

Another part of the determination involves whether the promise to insure is conditioned upon certain requirements being met. Schedule C of the Commitment lists these requirements that must be satisfied or the Company will refuse to cover them. You may want to discuss any matters shown in Schedules B and C of the Commitment with an attorney. These matters will affect your title and your use of the land.

When your Policy is issued, the coverage will be limited by the Policy's Exceptions, Exclusions and Conditions, defined below.

- **EXCEPTIONS** are title risks that a Policy generally covers but does not cover in a particular instance. Exceptions are shown on Schedule B or discussed in Schedule C of the Commitment. They can also be added if you do not comply with the Conditions section of the Commitment. When the Policy is issued, all Exceptions will be on Schedule B of the Policy.

**EXCLUSIONS** are title risks that a Policy generally does not cover. Exclusions are contained in the Policy but not shown or discussed in the Commitment.

**CONDITIONS** are additional provisions that qualify or limit your coverage. Conditions include your responsibilities and those of the Company. They are contained in the Policy but not shown or discussed in the Commitment. The Policy Conditions are not the same as the Commitment Conditions.

You can get a copy of the policy form approved by the Texas Department of Insurance by calling the Title Insurance Company at 1-(800) 442-7067 or by calling the title insurance agent that issued the Commitment. The Texas Department of Insurance may revise the policy form from time to time.

You can also get a brochure that explains the policy from the Texas Department of Insurance by calling 1-800-252-3439.

Before the Policy is issued, you may request changes in the policy. Some of the changes to consider are:

- Request amendment of the "area and boundary" exception (Schedule B, paragraph 2). To get this amendment, you must furnish a survey and comply with other requirements of the Company. On the Owner's Policy, you must pay an additional premium for the amendment. If the survey is acceptable to the Company and if the Company's other requirements are met, your Policy will insure you against loss because of discrepancies or conflicts in boundary lines, encroachments or protrusions, or overlapping of improvements. The Company may then decide not to insure against specific boundary or survey problems by making special exceptions in the Policy. Whether or not you request amendment of the "area and boundary" exception, you should determine whether you want to purchase and review a survey if a survey is not being provided to you.
- Allow the Company to add an exception to "rights of parties in possession." If you refuse this exception, the Company or the title insurance agent may inspect the property. The Company may except to and not insure you against the rights of specific persons, such as renters, adverse owners or easement holders who occupy the land. The Company may charge you for the inspection. If you want to make your own inspection, you must sign a Waiver of Inspection form and allow the Company to add this exception to your Policy.

The entire premium for a Policy must be paid when the Policy is issued. You will not owe any additional premiums unless you want to increase your coverage at a later date and the Company agrees to add an Increased Value Endorsement.

**COMMITMENT FOR TITLE INSURANCE T-7**  
**ISSUED BY**  
*COMMONWEALTH LAND TITLE INSURANCE COMPANY*

**SCHEDULE A**

Effective Date: **October 31, 2019, 8:00 am**

GF No. **1904403**

Commitment No. \_\_\_\_\_, issued **November 12, 2019, 8:00 am**

1. The policy or policies to be issued are:
  - a. OWNER'S POLICY OF TITLE INSURANCE (Form T-1)  
(Not applicable for improved one-to-four family residential real estate)  
Policy Amount:  
PROPOSED INSURED:
  - b. TEXAS RESIDENTIAL OWNER'S POLICY OF TITLE INSURANCE  
ONE-TO-FOUR FAMILY RESIDENCES (Form T-1R)  
Policy Amount:  
PROPOSED INSURED: **TBD**
  - c. LOAN POLICY OF TITLE INSURANCE (Form T-2)  
Policy Amount:  
PROPOSED INSURED:  
Proposed Borrower: **TBD**
  - d. TEXAS SHORT FORM RESIDENTIAL LOAN POLICY OF TITLE INSURANCE (Form T-2R)  
Policy Amount:  
PROPOSED INSURED:  
Proposed Borrower:
  - e. LOAN TITLE POLICY BINDER ON INTERIM CONSTRUCTION LOAN (Form T-13)  
Binder Amount:  
PROPOSED INSURED:  
Proposed Borrower:
  - f. OTHER  
Policy Amount:  
PROPOSED INSURED:
2. The interest in the land covered by this Commitment is: **Fee Simple**
3. Record title to the land on the Effective Date appears to be vested in:  
LJ & Jesus Real Estate, LLC, a Texas limited liability company

4. Legal description of land:  
Tract 1:

Unit 1 and Unit 2, Floor 2 in Building F an undivided interest in and to the general and limited common elements of WOODHILL MEDICAL PARK, a Condominium Regime to the City of Dallas, Dallas County, Texas, according to the Condominium Declaration dated November 21, 1975 and recorded in Volume 75230, Page 1255, of the Condominium and/or Deed Records of Dallas County, Texas; Volume 2000123, Page 4195, of the Official Public Records of Dallas County, Texas; together with the same undivided percentage interest in the Leasehold Estate created by virtue of the Ground Lease dated September 30, 1972, by and between The Clark-Pass Joint Pass, as Landlord and Woodhill, Incorporated, a Texas corporation, as Tenant, recorded in Volume 72196, Page 2016 of the Real Property Records, Dallas County, Texas, with any and all amendments, conveyances and assignments thereof; and the benefits and appurtenances on or appertaining to said real property and improvements.


Tract 2:

Unit 5, Floor 2 in Building F an undivided interest in and to the general and limited common elements of WOODHILL MEDICAL PARK, a Condominium Regime to the City of Dallas, Dallas County, Texas, according to the Condominium Declaration dated November 21, 1975 and recorded in Volume 75230, Page 1255, of the Condominium and/or Deed Records of Dallas County, Texas, together with the same undivided percentage interest in the Leasehold Estate created by virtue of the Ground Lease dated September 30, 1972, by and between The Clark-Pass Joint Pass, as Landlord and Woodhill, Incorporated, a Texas corporation, as Tenant, recorded in Volume 72196, Page 2016 of the Real Property Records, Dallas County, Texas, with any and all amendments, conveyances and assignments thereof; and the benefits and appurtenances on or appertaining to said real property and improvements.

Tract 3:

Unit 7B and 7C, Floor 2 in Building F an undivided interest in and to the general and limited common elements of WOODHILL MEDICAL PARK, a Condominium Regime to the City of Dallas, Dallas County, Texas, according to the Condominium Declaration dated November 21, 1975 and recorded in Volume 75230, Page 1255, and Volume 80037, Page 2649, of the Condominium and/or Deed Records of Dallas County, Texas, together with the same undivided percentage interest in the Leasehold Estate created by virtue of the Ground Lease dated September 30, 1972, by and between The Clark-Pass Joint Pass, as Landlord and Woodhill, Incorporated, a Texas corporation, as Tenant, recorded in Volume 72196, Page 2016 of the Real Property Records, Dallas County, Texas, with any and all amendments, conveyances and assignments thereof; and the benefits and appurtenances on or appertaining to said real property and improvements.

Countersigned  
**Metropolitan Escrow and Title, LLC**

  
By: Kimberly Nelson, Escrow Officer and  
Authorized Countersignature

## SCHEDULE B

### EXCEPTIONS FROM COVERAGE

In addition to the Exclusions and Conditions and Stipulations, your Policy will not cover loss, costs, attorney's fees, and expenses resulting from:

1. The following restrictive covenants of record itemized below (We must either insert specific recording data or delete this exception):  
  
Those recorded in Volume 74015, Page 884, of the Map Records of Dallas County, Texas; Volume 75230, Page 1255, Volume 76048, Page 1605, Volume 77132, Page 2824, Volume 79012, Page 2565, Volume 79086, Page 3159, Volume 80037, Page 2649, Volume 80214, Page 2761 of the Condominium and/or Deed Records of Dallas County, Texas; Volume 96159, Page 57, Volume 97179, Page 3615, Volume 98031, Page 1994, Volume 99128, Page 3050, Volume 2000079, Page 3588, Volume 2000123, Page 4195 and County Clerk's File No. 20060119606, affected by 200900220281, of the Official Public Records of Dallas County, Texas, but omitting any covenants or restrictions, if any, including but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law.
2. Any discrepancies, conflicts, or shortages in area or boundary lines, or any encroachments or protrusions, or any overlapping of improvements.
3. Homestead or community property or survivorship rights, if any of any spouse of any insured. (Applies to the Owner's Policy only.)
4. Any titles or rights asserted by anyone, including, but not limited to, persons, the public, corporations, governments or other entities,
  - a. to tidelands, or lands comprising the shores or beds of navigable or perennial rivers and streams, lakes, bays, gulfs or oceans, or
  - b. to lands beyond the line of the harbor or bulkhead lines as established or changed by any government, or
  - c. to filled-in lands, or artificial islands, or
  - d. to statutory water rights, including riparian rights, or
  - e. to the area extending from the line of mean low tide to the line of vegetation, or the rights of access to that area or easement along and across that area.(Applies to the Owner's Policy only.)
5. Standby fees, taxes and assessments by any taxing authority for the year **2019**, and subsequent years; and subsequent taxes and assessments by any taxing authority for prior years due to change in land usage or ownership, but not those taxes or assessments for prior years because of an exemption granted to a previous owner of the property under Section 11.13, Texas Tax Code, or because of improvements not assessed for a previous tax year. (If Texas Short Form Residential Loan Policy of Title Insurance (T-2R) is issued, that policy will substitute "which become due and payable subsequent to Date of Policy" in lieu of "for the year \_\_\_\_\_ and subsequent years.")
6. The terms and conditions of the documents creating your interest in the land.
7. Materials furnished or labor performed in connection with planned construction before signing and delivering the lien document described in Schedule A, if the land is part of the homestead of the owner. (Applies to the Loan Title Policy Binder on Interim Construction Loan only, and may be deleted if satisfactory evidence is furnished to us before a binder is issued.)
8. Liens and leases that affect the title to the land, but that are subordinate to the lien of the insured mortgage. (Applies to Loan Policy (T-2) only.)
9. The Exceptions from Coverage and Express Insurance in Schedule B of the Texas Short Form Residential Loan Policy of Title Insurance (T-2R). (Applies to Texas Short Form Residential Loan Policy of Title Insurance (T-2R) only.) Separate exceptions 1 through 8 of this Schedule B do not apply to the Texas Short Form Residential Loan Policy of Title

Insurance (T-2R).

10. The following matters and all terms of the documents creating or offering evidence of the matters (We must insert matters or delete this exception.):
- a. **Rights of parties in possession. (Owner's Policy Only)**
  - b. Rights of tenants, and assigns, as tenants only, under currently effective and unrecorded lease agreements.
  - c. Subject to any visible or apparent easements, rights-of-ways, roadways or encroachments which a survey or physical inspection of the premises might disclose.
  - d. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the land. (Note: Upon receipt of a survey and, if applicable, a T-47 Affidavit that is acceptable to the company, this exception will be deleted. However, Company reserves the right to add additional exceptions per its examination of said survey)
  - e. Any and all easements, building lines, and conditions, covenants and restrictions as set forth in Plat recorded in Volume 74015, Page 884, of the Map Records of Dallas County, Texas.
  - f. A lease with certain terms, covenants, conditions and provisions set forth therein dated September 30, 1972, executed by The Clark - Pass Joint Venture, a joint venture composed of Clark Brothers (a partnership consisting of Eddie Clark and David L. Clark) and John Pass, Lessor, and Woodhill Incorporated, a Texas corporation, Lessee, filed October 6, 1972, recorded in Volume 72196, Page 2016, Real Property Records, Dallas County, Texas. Affected by Volume 74121, Page 950; Volume 74121, Page 976; Volume 74121, Page 981; Volume 74223, Page 943; Volume 75011, Page 795; Volume 75196, Page 1424 and in Volume 87206, Page 1183, of the Real Property Records, Dallas County, Texas.
  - g. A right of first refusal to purchase said Land with certain terms, covenants, conditions and provisions as set forth in the document executed by Woodhill Medical Park Joint Venture, as disclosed by Condominium Declarations filed November 27, 1975, recorded in Volume 75230, Page 1255, Condominium Records, Dallas County, Texas, amended in Volume 98031, Page 1994, Real Property Records, Dallas County, Texas.
  - h. Notice of License filed February 25, 1997, recorded in Volume 97038, Page 1612, Real Property Records, Dallas County, Texas. Affected by Ordinance No. 22961, filed February 26, 1997, recorded in Volume 97059, Page 3120, Real Property Records, Dallas County, Texas.
  - i. An unrecorded lease with certain terms, covenants, conditions and provisions set forth therein as disclosed by Assignment of Rents executed by LJ & Jesus Real Estate, LLC, Lessor and Gatesco Medical Supplies, LLC, Lessee, filed July 8, 2019, recorded under Clerk's File No(s). 201900174006, Real Property Records, Dallas County, Texas. (As to Tracts 2 and 3)
  - j. All leases, grants, exceptions or reservations of coal, lignite, oil, gas and other minerals, together with all rights, privileges, and immunities relating thereto, appearing in the Public Records whether listed in Schedule B or not. There may be leases, grants, exceptions or reservations of mineral interests that are not listed.
  - k. All charges, liens, and assessments payable to Woodhill Medical Park Condominium Association, including that lien to secure the payment thereof, recorded in Volume 75230, Page 1255, of the Condominium Records of Dallas County, Texas. This lien is subordinate to any first mortgage of record.



## SCHEDULE C

Your Policy will not cover loss, costs, attorneys' fees, and expenses resulting from the following requirements that will appear as Exceptions in Schedule B of the Policy, unless you dispose of these matters to our satisfaction, before the date the Policy is issued:

1. Documents creating your title or interest must be approved by us and must be signed, notarized and filed for record.
2. Satisfactory evidence must be provided that:
  - a. no person occupying the land claims any interest in that land against the persons named in paragraph 3 of Schedule A,
  - b. all standby fees, taxes, assessments and charges against the property have been paid,
  - c. all improvements or repairs to the property are completed and accepted by the owner, and that all contractors, sub-contractors, laborers and suppliers have been fully paid, and that no mechanic's, laborer's or materialmen's liens have attached to the property,
  - d. there is legal right of access to and from the land,
  - e. (on a Loan Policy only) restrictions have not been and will not be violated that affect the validity and priority of the insured mortgage.
3. You must pay the seller or borrower the agreed amount for your property or interest.
4. Any defect, lien or other matter that may affect title to the land or interest insured, that arises or is filed after the effective date of this Commitment.
5. Deed of Trust dated October 25, 2019, recorded under Clerk's File No. 201900287735 of the Real Property Records of Dallas County, Texas, executed by LJ & Jesus Real Estate, LLC, a Texas limited liability company, securing the payment of one note in the principal amount of \$275,000.00, bearing interest and payable as therein provided to the order of Capstone Fund, LLC.
6. Deed of Trust dated July 3, 2019, recorded under Clerk's File No. 201900174005 of the Real Property Records of Dallas County, Texas, executed by LJ & Jesus Real Estate, LLC, a Texas limited liability company, securing the payment of one note in the principal amount of \$160,000.00, bearing interest and payable as therein provided to the order of Capstone Fund, LLC.  
  
Assignment of Rents and Leases as set forth and assigned to Capstone Fund, LLC by instrument recorded under Clerk's File No. 201900174006 of the Real Property Records of Dallas County, Texas.
7. The Company requires for its review (1) a satisfactory copy of the Certificate of Formation; (2) the Operating Agreement and any amendments thereto; (3) a certificate of good standing; and (4) satisfactory evidence of authority of the officers, managers, or members to execute the documents.
8. Note: Procedural Rule P-27 as provided for in Article 9.39 A of the Texas Insurance Code requires that "Good Funds" be received and deposited before a Title Agency may disburse from its Trust Fund Account.

# COMMITMENT FOR TITLE INSURANCE

## SCHEDULE D

GF No. **1904403**

Effective Date: **October 31, 2019, 8:00 am**

Pursuant to the requirements of Rule P-21, Basic Manual of Rules, Rates and Forms for the writing of Title Insurance in the State of Texas, the following disclosures are made:

1. The following individuals are directors and/or officers, as indicated, of the Title Insurance Company issuing this Commitment Commonwealth Land Title Insurance Company is a wholly owned subsidiary of LandAmerica Financial Group, Inc., a Virginia Corporation whose securities are publicly traded on the New York Stock Exchange.

### Commonwealth Land Title Insurance Company's Officers and Directors are as follows:

#### Officers:

Raymond R. Quirk	President
Anthony J. Park	Executive Vice President
Michael L. Gravelle	Secretary
Daniel K. Murphy	Treasurer

#### Directors:

Raymond R. Quirk  
Anthony J. Park  
Roger S. Jewkes  
Theodore L. Kessner  
Erika Meinhardt

Fidelity National Financial, Inc. owns 100% of FNTG Holdings, Inc. which owns 100% of Fidelity National Title Group, Inc. which owns 100% of Commonwealth Land Title Insurance Company.

2. The following disclosures are made by the Title Insurance Agent Issuing this Commitment: Metropolitan Escrow and Title, LLC
  - a. The names of each shareholder, owner, partner or other person having, owning or controlling one percent (1%) or more of the Title Insurance Agent that will receive a portion of the premium are as follows: James E. Mitchell III and Stephanie Christina Clark.
  - b. Each shareholder, owner, partner or other person having, owning or controlling ten percent (10%) or more of an entity that has, owns or controls one percent (1 %) or more of the Title Insurance Agent that will receive a portion of the premium are as follows: none
  - c. The following persons are officers and directors of the Title Insurance Agent:

<b>Officers</b>	<b>Directors</b>
President James E. Mitchell III	NONE
Vice President Stephanie Christina Clark	

3. You are entitled to receive advance disclosure of settlement charges in connection with the proposed transaction to which this commitment relates. Upon your request, such disclosure will be made to you. Additionally, the name of any person, firm or corporation receiving a portion of the premium from the settlement of this transaction will be disclosed on the closing or settlement statement.

You are further advised that the estimated title premium\* is:

Owner's Policy	<u>          </u>	<b>\$0.00</b>
Loan Policy	<u>          </u>	<b>\$0.00</b>
Endorsement Charges	<u>          </u>	<b>\$0.00</b>
Other	<u>          </u>	<b>\$0.00</b>
Total	<u>          </u>	<b>\$0.00</b>

Of this total amount: 15% will be paid to the policy issuing Title Insurance Company; 85% will be retained by the issuing Title Insurance Agent; and the remainder of the estimated premium will be paid to other parties as follows:

<u>Amount</u>	<u>To Whom</u>	<u>For Services</u>
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" \*The estimated premium is based upon information furnished to us as of the date of this Commitment for Title Insurance. Final determination of the amount of the premium will be made at closing in accordance with the Rules and Regulations adopted by the Commissioner of Insurance."

**DELETION OF ARBITRATION PROVISION**  
(Not applicable to the Texas Residential Owner's Policy)

ARBITRATION is a common form of alternative dispute resolution. It can be a quicker and cheaper means to settle a dispute with your Title Insurance Company. However, if you agree to arbitrate, you give up your right to take the Title Insurance Company to court and your rights to discovery of evidence may be limited in the arbitration process. In addition, you cannot usually appeal an arbitrator's award.

**Your policy contains an arbitration provision (shown below). It allows you or the Company to require arbitration if the amount of insurance is \$2,000,000 or less. If you want to retain your right to sue the Company in case of a dispute over a claim, you must request deletion of the arbitration provision before the policy is issued. You can do this by signing this form and returning it to the Company at or before the closing of your real estate transaction or by writing to the Company.**

The arbitration provision in the Policy is as follows:

"Either the Company or the Insured may demand that the claim or controversy shall be submitted to arbitration pursuant to the Title Insurance Arbitration Rules of the American Land Title Association ("Rules"). Except as provided in the Rules, there shall be no joinder or consolidation with claims or controversies of other persons. Arbitrable matters may include, but are not limited to, any controversy or claim between the Company and the Insured arising out of or relating to this policy, any service in connection with its issuance or the breach of a policy provision, or to any other controversy or claim arising out of the transaction giving rise to this policy. All arbitrable matters when the Amount of Insurance is \$2,000,000 or less shall be arbitrated at the option of either the Company or the Insured, unless the Insured is an individual person (as distinguished from an Entity). All arbitrable matters when the Amount of Insurance is in excess of \$2,000,000 shall be arbitrated only when agreed to by both the Company and the Insured. Arbitration pursuant to this policy and under the Rules shall be binding upon the parties. Judgment upon the award rendered by the Arbitrator(s) may be entered in any court of competent jurisdiction."

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SIGNATURE

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DATE

**Commonwealth Land Title Insurance Company**

Premium Amount	Rate Rules	Property Type	County Code	Liability at Reissue Rate	6	7	8
1	2	3	4 <b>113</b>	5	6	7	8

# Metropolitan Escrow and Title, LLC

## Privacy Statement

We recognize and respect the privacy expectations of today's consumers and the requirements of applicable federal and state privacy laws. We believe that making you aware of how we use your non-public personal information ("Personal Information"), and to whom it is disclosed, will form the basis for a relationship of trust between us and the public that we serve. This Privacy Statement provides that explanation. We reserve the right to change this Privacy Statement from time to time consistent with applicable privacy laws.

**In the course of our business, we may collect Personal Information about you from the following sources:**

- From applications or other forms we receive from you or your authorized representative;
- From your transactions with, or from the services being performed by, us, our affiliates, or others;
- From our internet web sites;
- From the public records maintained by government entities that we either obtain directly from those entities, or from our affiliates or others; and
- From consumer or other reporting agencies.

### **Our Policies Regarding the Protection of the Confidentiality and Security of Your Personal Information**

We maintain physical, electronic and procedural safeguards to protect your Personal Information from unauthorized access or intrusion. We limit access to the Personal Information only to those employees who need such access in connection with providing products or services to you or for other legitimate business purposes.

### **Our Policies and Practices Regarding the Sharing of Your Personal Information**

We may share your Personal Information with our affiliates, such as insurance companies, agents, and other real estate settlement service providers. We also may disclose your Personal Information:

- To agents, brokers or representatives to provide you with services you have requested;
- To third-party contractors or service providers who provide services or perform marketing or other functions on our behalf; and
- To others with whom we enter into joint marketing agreements for products or services that we believe you may find of interest.

In addition, we will disclose your Personal Information when you direct or give us permission, when we are required by law to do so, or when we suspect fraudulent or criminal activities. We also may disclose your Personal Information when otherwise permitted by applicable privacy laws such as, for example, when disclosure is needed to enforce our rights arising out of any agreement, transaction or relationship with you.

One of our important responsibilities is to record documents in the public domain. Such documents may contain your Personal Information.

### **Right to Access Your Personal Information and Ability to Correct Errors or Request Changes or Deletion**

Certain states afford you the right to access your Personal Information and, under certain circumstances, to find out to whom your Personal Information has been disclosed. Also, certain states afford you the right to request correction, amendment or deletion of your Personal Information. We reserve the right, where permitted by law, to charge a reasonable fee to cover the costs incurred in responding to such requests.

All requests must be made in writing to the following address:

**Metropolitan Escrow and Title, LLC  
800 Gessner Road, Suite 101  
Houston, TX 77024**

### **Multiple Products or Services**

If we provide you with more than one product or service, you may receive more than one privacy notice from us. We apologize for any inconvenience this may cause you.