



IOWA TITLE GUARANTY
A DIVISION OF IOWA FINANCE AUTHORITY

Abstractor Audit Overview

As an approved abstractor, you are required to comply with all ITG guidelines, directives and rules, as amended from time to time, when providing abstracting products for ITG coverage. ITG performs audits of its participants to verify compliance with ITG standards. This overview briefly outlines ITG's compliance requirements, along with what you can expect when undergoing an audit.

Compliance Expectations

Prepare and Issue Abstracts.

You are authorized to prepare and issue abstracting products for real property located within the counties designated in your Participation Agreement, in which title coverage from ITG is contemplated.

You must prepare and issue abstracting products in accordance with the most recent version of the following:

- Abstracting Standards of the Iowa Land Title Association (“Blue Book”);
- Minimum Abstracting Standards of ITG; and
- Local standards formally adopted in writing by the applicable county bar association.

You must retain a written or electronic copy of each abstracting product prepared for ITG purposes.

Maintain a Compliant Title Plant.

Participating abstractors must own and maintain, or lease and use, an up-to-date 40-year title plant which satisfies Iowa Code and Iowa Administrative Rules requirements, unless grandfathered or waived, in the preparation of all abstracting products used in connection with real property transactions where coverage from ITG is contemplated.

Audit Procedure

Prepare and Issue Abstracts.

To assess compliance, ITG will perform an audit of your work product preparation and issuance. When scheduled, ITG will provide a list of property descriptions for transactions where you were designated as the abstractor. For each transaction, you must provide the following documentation, as applicable. Additional documentation may be requested throughout the audit process.

- Abstractor worksheet and/or notes documenting all findings, including, but not limited to, the results of the following searches:
 - ✓ Title plant index
 - ✓ County recorder
 - ✓ County assessor
 - ✓ Secretary of State Mechanic’s Notice and Lien Registry
 - ✓ County treasurer
 - ✓ Clerk of court and federal court (if applicable)
- Copy of preliminary abstract continuation or Form 900, including all attached documentation.
- Copy of pre-closing search certification, including any attached documents.
- Copy of final abstract continuation, Form 901, or Post-closing search certification, including any attached documents.

Maintain a Compliant Title Plant.

To assess compliance, ITG may perform a spot check of the title plant. During the on-site audit, ITG will request you perform a variety of search functions, as well as locate a selection of pre-determined documents. You will not be provided the list of the test documents prior to the audit. ITG may request additional information or demonstrations related to title plant maintenance and/or plant features during the audit.