

## Tips for Starting a Corporate Title Agency in Florida

### 1. Visit the [Florida Division of Corporations \(Sunbiz.org\)](https://sunbiz.org) website to choose an available corporate name

- Determine appropriate business structure (S-Corp, LLC, Partnership, etc.). **Please note:** There are tax and legal considerations affecting the choice of entity which should be discussed with your attorney or tax advisor.
- If your agency will be outside of Florida under a non-resident title agency, then file as a "Foreign for Profit" entity (can only be filed by paper/not electronically).
- For existing FNF agents outside of Florida, it is preferable to use your existing agency name and tax ID if FNF is adding Florida to your territory.

### 2. Form Desired Entity

- **Please note:** Even though you can form many types of entities yourself by E-filing on Sunbiz.org, this only accomplishes part of the process.
- Additional steps are often required to have a fully functioning, valid entity which limits personal liability and protects the interests of the principals in the business. These might include the adoption of bylaws, issuance of capital stock or membership interests, appointment of a board of directors, election of officers, membership & management agreements, and other considerations.
- Please consult a qualified Florida attorney for additional information and make certain that your entity has been properly formed and maintained.

### 3. Apply for Taxpayer identification number (FEID)

- Get IRS Form SS-4 and follow IRS Instructions

### 4. Secure an agent-in-charge

- This may be either a Florida attorney in good standing with the Florida Bar or a Florida licensed title agent.
- **Please note:** This person must be on site and in charge and must be an employee of the agency.

### 5. Visit the [Florida Department of Financial Services \(FLDFS\)](https://fldfs.com) website and their [Frequently Asked Questions](#) page for details on becoming a Florida licensed title agent

- Visit the [Opening A Title Insurance Agency](#) page
- Consider pre-licensing courses maintained in the FLDFS database
  - The Florida Land Title Association (FLTA) affiliate member [The Koogler Group](#) offers courses and materials in a variety of formats
- Staffing firms can assist in hiring a qualified licensed title agent or attorney.
  - FLTA affiliate members JobTracks and Workway Professional Staffing have industry-specific resources throughout the country

**6. Obtain Errors and Omissions (E&O) insurance**

- The state requires a minimum of \$250,000 per claim and deductible no greater than \$10,000
- **Please note:** FNF Florida Agency requires at least \$1M coverage

**7. Obtain Fidelity Bond**

- The state and FNF Florida Agency minimum requirements are not less than \$50,000

**8. Obtain Florida Surety Bond**

- The state and FNF Florida Agency minimum requirements are \$35,000 made payable to the title insurer or title insurers appointing the agency

**9. Obtain quotes on E&O, Fidelity, and Surety simultaneously and from the following FLTA affiliate members:**

- Affinity Insurance Agency, Inc.
- Dean Insurance Agency, Inc.
- Professional Risks Organization
- International Fidelity Insurance Company

**10. The Majority owner, partner, officer, and director of the agency must be fingerprinted by LiveScan method at a FLDFS designated site**

- Visit the FLDFS [Fingerprinting Information](#) page for further information

**11. Apply for Corporate Title License (4-12 for Resident or 4-13 for Non-Resident)**

- Visit the FLDFS [Licensing Information](#) page for further information

**12. Comply with local licensing and business requirements, including city and county business licenses and registration with tax assessor/collector for tangible personal property tax**

**13. Open Escrow/Trust and Operating Accounts with an FDIC insured bank licensed to do business in Florida**

- Visit the FLDFS [Frequently Asked Questions](#) page and Title Escrow Accounts for additional information
- As an alternative to maintaining your own escrow/trust account, you may wish to consider a third party for funding and disbursement services. We recommend FNF preferred vendor Safe Escrow, visit their [website](#) for information.