

## WLTA Examiners Manual

This message contains general information about the Washington Land Title Association Examiners Manual, both as a reminder the current members and for the benefit of newer members.

### AVAILABILTIY OF THE WLTA MANUAL

The WLTA Examiners Manual is a valuable resource for title examiners and title officers employed by WLTA members. Access to the Manual's existing chapters is available on the WLTA website, and is password protected. Individual chapters may updated from time to time, so check the WLTA website regularly to confirm you are using the most recent material.

**(1) Access to the Examiners Manual is available only to WLTA Members. NOTE: Regular WLTA Members are companies – Underwriters and Agents for underwriters – and not individuals. However, for purposes of using this Examiners Manual, an individual who is currently employed by a WLTA Regular Member is considered a WLTA member.**

**(2) Use this password only for your individual use of the Manual as an employee of a WLTA Regular Member. Do not provide the password or copies of individual chapters (or any portions thereof) to anyone else, including customers, insureds, proposed insureds, Realtors®, escrow companies, attorneys, lenders, etc. (Some customers, such as individual attorneys, may be Affiliate Members, and should be referred to the Executive Director if there is any question about access to the Manual.) Customers who want additional information about title and escrow matters should be referred to your manager or underwriters and their underwriting counsel.**

### FORMAT OF THE MANUAL

Manual chapters are in PDF format. Most chapters include active links to related sections throughout that chapter, as well as to footnotes and/or endnotes in that chapter. Generally, footnotes and/or endnotes are included as additional comment to make reading the main text easier, but *that does not mean that the footnotes or endnotes are to be ignored*. Footnotes and endnotes often also include additional guidelines and information as well as providing cites to cases and statutes, or other related sections of the chapter. PDF files are also easily searchable for *keywords* (use the binocular symbol), so if the table of contents does not include a topic you want to research, you can search by keyword.

Not all topics listed have an active chapter. A topic entry that does not link to an active chapter might *(a)* refer to a different or additional existing chapter that includes a discussion of that topic (for example, “covenants, conditions and restrictions” might be discussed in the chapter on CCRs, as well as in the WUCIOA documents, each of which should be considered when researching an issue), *(b)* indicate that there is older manual material that is available through your underwriting counsel or the Executive Director, or *(c)* indicate that it is a future topic that is planned to be added to the Manual.

## QUESTIONS?

If you have any questions or comments on the content of any existing chapter or suggestions for additional topics, feel free to let the Executive Director know, or contact the Co-Chairs of the Examiners Manual Committee:

Lori Bullard ([loribullard@firstam.com](mailto:loribullard@firstam.com) or (206) 615-3016) and Allison Davis ([adavis@ortc.com](mailto:adavis@ortc.com) or (206) 239-5165).

## PASSWORD

The password is: 86nUllu\$LoCu\$ (note: the old password Ex@miN3r will no longer work after April 14, 2024).

**(IMPORTANT:** If cut-and-paste of the password does not work, consider (a) typing it manually – note that it is case sensitive – or (b) using a different computer, since some corporate security protocols restrict access to the web or certain websites.)

**NOTE:** Keep in mind that the WLTA website has other resources that do not require a password, such as the Waterfront Titles Booklet (but not the Examiners Manual version of that material) and various WUCIOA documents and checklists (which can be provided to customers), as well as material from past WLTA seminars. So – take advantage of these resources!

[**NOTE:** You may receive more than one copy of this email due to overlapping distribution lists.]