



## ***Title Business Entity*** ***Initial License Application Checklist***

### **All Applicants:**

- Non-refundable filing fee of \$10.00. [ORC section 3905.40(C)]  
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completed business entity title license application form:
  - [Online Application](#)
  - Paper Application ([Form INS3244](#))
- Name of each partner, officer, member, manager or director of the entity.
- Name of each employee designated to act as an agent for the entity.
- Identify the initial capitalization of the business entity. [OAC section 3901-7-04(E)(1)]
- Identify all staff positions within the business entity and whether it is full-time, part-time, and whether the individual will be leased, borrowed, or shared with an affiliated business. [OAC section 3901-7-04(E)(2)]
- Identify the substantial services that the business entity will perform for which it will receive a fee. [OAC section 3901-7-04(E)(5)]
- List each substantial service that the business entity will contract out to a parent or affiliate of a parent and identify the parent or affiliate that will be performing that service. [OAC section 3901-7-04(E)(6)]
- Identify the percentage of its business the business entity expects to receive from its affiliates, parents, or affiliates of its parents. [OAC section 3901-7-04(E)(7)]
- For each individual listed on the application as a producer, identify all business entities for which that producer is a title agent.
- Attach an organizational chart that shows the following information: all subsidiaries, affiliates, and owners of the business entity (“owner” includes shareholder, member, or partner). Indicate in the chart the percentage of voting shares, membership or partnership interest of the business entity that is held by each owner of the business entity. Identify with specificity each ownership interest of hold by a bank, trust company, bank and trust company, or other lending institution, mortgage service, brokerage, mortgage guaranty company, escrow company, real estate company, or any subsidiaries thereof, or by any person engaged in the business of any of the foregoing. If any of the owners of the business entity is a corporation, limited liability company, or partnership, identify the shareholders, members and partners of those owners. [OAC sections 3901-5-09(H)(6) and 3901-5-09(I)(7)]
- Attach operating agreement and articles of organization for UCSL.
- Articles of incorporation for incorporated entities.
- Attach any required supporting details or documents.

### **Additional Requirements for RESIDENT Applicants:**

- Resident business entity applicants must be registered and in good standing with the Ohio Secretary of State before applying for a license. Contact the Ohio Secretary of State at (877) 767-6446 or [www.sos.state.oh.us](http://www.sos.state.oh.us) for registration requirements. [OAC section 3901-5-09(H)(1)(c)]

### **Additional Requirements for NONRESIDENT Applicants:**

- Must have an active business entity license in home state.
- If required, non-resident business entities should register with the Ohio Secretary of State before doing business in Ohio. Contact the Ohio Secretary of State at (877) 767-6446 or [www.sos.state.oh.us](http://www.sos.state.oh.us) for registration requirements. [OAC section 3901-5-09(I)(5)]

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS  
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**