

RULES AND REGULATIONS FOR ONLINE DIRECTORY LISTINGS

1. **ONLY THOSE CORPORATIONS, PARTNERSHIPS, OR FIRMS WHICH ARE MEMBERS IN GOOD STANDING OF THE MONTANA LAND TITLE ASSOCIATION SHALL BE ENTITLED TO LISTING IN THE ONLINE DIRECTORY.**
2. The directory shall contain a list of the following:
 - a. All title insurance underwriting members, including company name, one main office location, not to exceed three individuals, one Montana agency office location not to exceed two individuals, and identifying symbol. Such list shall be by alphabetical order of company name.
 - b. All officers and members of the Executive Committee, including the member firm with which they are affiliated, address, phone, fax and email.
 - c. A city-county index in city alphabetical order.
 - d. The membership listing of all regular active members in county alphabetical order. One listing per certificate of membership.
 - e. The alphabetical membership listing for:
 - (1) Associate Members
 - (2) Members Emeritus
3. Each listing in the Directory shall be limited to the following information:
 - a. Name of corporation, partnership or firm.
 - b. Street address and/or mailing address.
 - c. Two office telephone numbers. Two facsimile machine (FAX) numbers. Two email addresses. One Website address.
 - d. Indication by symbols of which title insurance underwriter the member is an agent.
 - e. Indication by symbols of the services provided by the member. A=Abstracts; C=Closings; E=Escrow Collections; G=Trustee Sale and Litigation Guarantees; M=Mineral Memos and/or Abstracts; T=Title Insurance.
 - f. Names and Titles of individuals not to exceed eight names. The listing of names of individuals for any office **SHALL BE LIMITED TO PERSONS NORMALLY LOCATED IN THAT OFFICE.** Name of those persons that appear on "Insurance Agents License" will be in bold type.
 - g. A member may be listed in a county where it has no office providing it has a paid certificate of membership for that county. Offices located in the county listed first by city and others subsequently by city.
 - h. An associate member may include the name of his or her corporation, partnership or firm as part of that member's listing.
 - i. Year member established abstract business and/or title insurance agency in county.
 - j. American Land Title Association affiliation.
4. The Executive Committee of the Association may from time to time change, delete or add items that will be contained in the directory.
5. If directory listing form is not returned to MLTA by date indicated on the form, listing will be the same as previous year.
6. **THE DIRECTORY LISTING FORM SHALL BE SIGNED BY THE PERSON AUTHORIZED TO MAKE CHANGES OR ADDITIONS IN THE OFFICE OF THE MEMBER.**