

## Real Estate Title Insurance Complaint Form



**TEXAS DEPARTMENT OF INSURANCE**

**Title Division (106-2T)**

P. O. Box 149104

Austin, Texas 78714-9104

**Email:** Title@tdi.state.tx.us

**Main Number:** (512) 322-3482 (800) 252-3439

**Fax Number:** (512) 305-7426

### Notice

TDI uses information disclosed in this form to help resolve your complaint. Resolution may require TDI to share this information with the person or company named in your complaint. Although by law much of the information you submit may be considered public record, portions may be confidential. For example, you may include private information protected by the doctrine of common law privacy, medical records protected by the Medical Practice Act, or an e-mail address provided for the purpose of communicating electronically with TDI which is protected by the Texas Public Information Act. Sharing this information for purposes of processing your complaint does not waive these confidentiality protections. However, you may affirmatively consent to release of your e-mail address in response to a public information request or inquiry.

If you would like more information about the public or confidential nature of information maintained by TDI, please consult our [Open Records Policy](#) and our [Web Site Privacy Policy](#). This form is encrypted to meet privacy requirements.

### Before Filing a Complaint

**1. Mail, Fax or Online?** - Print this form (or the RTF/PDF version), fill in the information and return to the mailing address above. You may also fax the completed form to the fax number above or complete and submit the form online.

**2. Supporting Documents?** - If you have supporting documents to submit with your complaint, please mail or fax your complaint, rather than submitting it online.

**\* Required Field**

### Contact Information

\* Date (mm/dd/yyyy):

Month  Day  Year

\*Insured or Claimant's First Name:

\*Insured or Claimant's Last Name:

Claimant's Primary E-mail Address:

(In order to receive an e-mail confirmation, make sure you enter your correct e-mail address)

TDI may release my e-mail address in response to a public information request.

AGREE  
 DO NOT AGREE

\* Address:

\* City:

\*State

\*Zip Code:

Home Phone:

Area Code  -

Work Phone:

Area Code  -  Extension

### Policy Information

Policyholder's First Name (if different from yours):

Policyholder's Last Name (if different from yours):

Address (if different from yours):

City:

**State:**

**Zip Code:**

**Complaint is Against:**

Agent
Insurance Company
Other

**Other (Please Specify):**

**Date Complaint Occurred or Began (mm/dd/yyyy):**

Month  Day  Year

**File Number:**

**Closing Date:(mm/dd/yyyy):**

Month  Day  Year

**Company/Agent's Name:**

**Company/Agent's Phone:**

Area Code  -  Extension

**Company's/Agent's Address (if known):**

**City:**

**State:**

**Zip Code:**

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**My Complaint is (please describe):**

**MY COMPLAINT IS: (Please describe.)**

**What do you consider to be a  
fair resolution to your problem?**

## Before Clicking Submit

Please understand that submitting complaints online does not allow you to attach supporting documentation. Supporting documentation is often essential to helping us resolve your complaint successfully. Types of documentation that will help us resolve most complaints includes:

- Evidence that you paid for insurance (receipts, front & back copies of checks, billing statements, etc.);
- Certificates or other documents showing you had insurance coverage (copy of policy, binder, ID/enrollment card, declaration page, plan description, etc.);
- Correspondence between you and your agent or insurance company (and/or any advertising) showing what you were told about your insurance coverage or your claims;
- Evidence of unpaid claims (copies of unpaid bills or evidence that you have paid bills for which you seek reimbursement, accident/claim reports, etc.); and
- Any other supporting documents not mentioned above that could help settle your complaint.

If you file your complaint online, but need to submit supporting documentation, print a copy of your completed complaint form before clicking the "Submit" button. Then mail or fax this complaint form and documents. You can expect an acknowledgement letter once your complaint form has been received.

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### Insured or Claimant's Signature

**Signature not required for those who submit the form online.**

(Please print a copy of the completed complaint form for your records)

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### Access and Correction of Personal Information

With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under sections 552.021 and 552.023 of the Texas Government Code, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under section 559.004 of the Texas Government Code, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please email the [Agency Counsel Section](#) of TDI's Legal & Compliance Division or contact them by phone at (512) 475-1757 or review [TDI's Corrections Procedures](#).

Texas Department of Insurance

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