

**DEPARTMENT OF BUSINESS OVERSIGHT***Ensuring a Fair and Secure Financial Services Marketplace for all Californians*

**Jan Lynn Owen**  
**Commissioner of Business Oversight**

IN REPLY REFER TO  
FILE NO:

January 9, 2017

**RE: Important Information Regarding Filing the 2016 Escrow Annual Liability Report**

The 2016 Escrow Annual Liability Report forms are available now on the Department of Business Oversight (DBO) website portal. This year, the reports will be filed electronically through the portal.

**PLEASE READ THE INSTRUCTIONS CONTAINED IN THE REPORT FOR THE CORRECT INPUT OF DATA, SAVING CONTENT, RESUMING INPUT AND FILING THE REPORT. THE PROGRAMING HAS CHANGED FROM LAST YEAR.**

We strongly recommend licensees immediately start the data input process to ensure they can timely file their 2016 escrow liability report. The report must be filed no later than February 15, 2017. The DBO will not grant extensions. Missing the filing deadline may result in penalty assessments, and failure to file the annual report constitutes grounds for license revocation.

The link to the DBO portal account is at <https://docqnet.dbo.ca.gov>

Email [Escrow.inquiries@dbo.ca.gov](mailto:Escrow.inquiries@dbo.ca.gov) if you have any questions. Thank you for your prompt attention to this matter.

Sincerely,

Jan Lynn Owen  
Commissioner  
Department of Business Oversight

By

A handwritten signature in blue ink, appearing to read "Richard Malme".

Richard Malme  
Special Administrator, Escrow Law

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