



V E C T I S C O N S U L T I N G

Governed AI for Real Estate Closings

AI Usage Assessment Questionnaire

Closing Practice AI Readiness Package

Confidential Assessment Document

Firm Name:	
Completed By:	
Date:	
Role/Title:	



Instructions

This questionnaire is the first step in your Closing Practice AI Readiness assessment. It maps how your firm currently uses (or plans to use) AI tools across your closing workflow, identifies risk areas, and establishes a baseline for building your governance framework.

Time to complete: 20–30 minutes

Who should complete this: One questionnaire per attorney or senior paralegal who directly handles closings. The managing partner should also complete one from a firm-wide perspective.

Confidentiality: All responses are confidential and used solely to develop your firm’s AI governance recommendations. No information will be shared outside of the engagement.

Section 1: Firm Profile

Help us understand your practice so we can tailor recommendations to your workflows.

Firm name and location	
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Number of attorneys	
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Number of paralegals/staff	
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Approximate monthly closing volume	
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Types of closings handled (select all that apply)	
<input type="checkbox"/>	Residential purchase/sale
<input type="checkbox"/>	Residential refinance
<input type="checkbox"/>	Commercial closings
<input type="checkbox"/>	Construction/new build
<input type="checkbox"/>	Short sale/foreclosure-related
<input type="checkbox"/>	Other (specify below)



Other closing types

Primary closing/title software

- SoftPro
- Qualia
- RamQuest
- ResWare/Addepar
- Other (specify below)

Other software



Section 2: Current AI Usage

We need to understand what AI tools are in use today — whether formally approved or informally adopted by individual team members.

Which AI tools does anyone at your firm currently use? (select all that apply)	
<input type="checkbox"/>	ChatGPT (OpenAI)
<input type="checkbox"/>	Claude (Anthropic)
<input type="checkbox"/>	Microsoft Copilot (in Office 365 / Bing)
<input type="checkbox"/>	Google Gemini
<input type="checkbox"/>	CoCounsel / Westlaw AI
<input type="checkbox"/>	Clio Duo / Vincent AI
<input type="checkbox"/>	Built-in AI features in SoftPro, Qualia, or other closing software
<input type="checkbox"/>	Other AI tools (specify below)
<input type="checkbox"/>	None — no AI tools in use
<input type="checkbox"/>	Unsure / don't know what team members are using

Other AI tools in use

Usage by Workflow Area

For each area below, indicate whether AI is currently being used and briefly describe how.

Title examination / title search review

e.g., summarizing title commitments, flagging exceptions

Current usage:	
<input type="checkbox"/>	Actively using AI for this
<input type="checkbox"/>	Explored / tried but not regular
<input type="checkbox"/>	Not using AI for this



<input type="checkbox"/>	Interested in using AI for this
If using: which tool(s) and brief description	

Document drafting

e.g., generating closing documents, deeds, affidavits

Current usage:	
<input type="checkbox"/>	Actively using AI for this
<input type="checkbox"/>	Explored / tried but not regular
<input type="checkbox"/>	Not using AI for this
<input type="checkbox"/>	Interested in using AI for this
If using: which tool(s) and brief description	

Client communications

e.g., drafting emails, status updates, closing letters

Current usage:	
<input type="checkbox"/>	Actively using AI for this
<input type="checkbox"/>	Explored / tried but not regular
<input type="checkbox"/>	Not using AI for this
<input type="checkbox"/>	Interested in using AI for this
If using: which tool(s) and brief description	

Regulatory compliance

e.g., FinCEN reporting, ALTA best practices, RESPA review

Current usage:	
<input type="checkbox"/>	Actively using AI for this
<input type="checkbox"/>	Explored / tried but not regular



<input type="checkbox"/>	Not using AI for this
<input type="checkbox"/>	Interested in using AI for this
If using: which tool(s) and brief description	

Wire fraud prevention

e.g., verifying wiring instructions, flagging suspicious requests

Current usage:	
<input type="checkbox"/>	Actively using AI for this
<input type="checkbox"/>	Explored / tried but not regular
<input type="checkbox"/>	Not using AI for this
<input type="checkbox"/>	Interested in using AI for this
If using: which tool(s) and brief description	

Internal operations

e.g., scheduling, task management, training materials

Current usage:	
<input type="checkbox"/>	Actively using AI for this
<input type="checkbox"/>	Explored / tried but not regular
<input type="checkbox"/>	Not using AI for this
<input type="checkbox"/>	Interested in using AI for this
If using: which tool(s) and brief description	

Legal research

e.g., case law, statute lookup, regulation interpretation

Current usage:	
<input type="checkbox"/>	Actively using AI for this



<input type="checkbox"/>	Explored / tried but not regular
<input type="checkbox"/>	Not using AI for this
<input type="checkbox"/>	Interested in using AI for this
If using: which tool(s) and brief description	

Marketing/business development

e.g., social media, website content, client outreach

Current usage:	
<input type="checkbox"/>	Actively using AI for this
<input type="checkbox"/>	Explored / tried but not regular
<input type="checkbox"/>	Not using AI for this
<input type="checkbox"/>	Interested in using AI for this
If using: which tool(s) and brief description	



Section 3: Data Handling and Client Information

This section identifies whether client data, personally identifiable information (PII), or confidential transaction details are being shared with AI tools.

When using AI tools, what types of information does your team input? (select all that apply)	
<input type="checkbox"/>	Client names
<input type="checkbox"/>	Property addresses
<input type="checkbox"/>	Social Security numbers or TINs
<input type="checkbox"/>	Financial information (loan amounts, purchase price, settlement figures)
<input type="checkbox"/>	Wire transfer or bank account details
<input type="checkbox"/>	Title documents or commitment text
<input type="checkbox"/>	Legal descriptions
<input type="checkbox"/>	Internal firm communications
<input type="checkbox"/>	None of the above — only general/non-client-specific queries
<input type="checkbox"/>	Unsure

Where do AI conversations take place? (select all that apply)	
<input type="checkbox"/>	Personal/free accounts (e.g., free ChatGPT)
<input type="checkbox"/>	Firm-licensed/paid accounts with data protections
<input type="checkbox"/>	Browser-based tools with no login
<input type="checkbox"/>	Built into existing firm software (SoftPro, Qualia, Clio, etc.)
<input type="checkbox"/>	Mobile device apps
<input type="checkbox"/>	Unsure

How confident are you that client data entered into AI tools is protected?	1	2	3	4	5
	<i>Not at all</i>				<i>Very confident</i>



Are there any data handling concerns that keep you up at night regarding AI use?

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Section 4: Current Governance and Policies

Understanding your existing governance posture helps us identify gaps and build on what you already have.

Does your firm have a written AI usage policy?

- Yes — written, distributed, and enforced
- Yes — written but not consistently followed
- Informal guidelines only (verbal or unwritten)
- No policy exists
- Unsure

Has your firm provided AI training to staff?

- Yes — formal training program
- Yes — informal/ad hoc guidance
- Planned but not yet delivered
- No training provided

Is there a defined process for attorney review of AI-generated output before it is used in a closing or sent to a client?

- Yes — all AI output is reviewed before use
- Sometimes — depends on the task or person
- No formal review process
- AI output is not currently used in client-facing work

How does your firm handle AI errors or hallucinations that make it into work product?

- We have a defined correction and documentation process
- Handled case by case, no formal process



<input type="checkbox"/>	Has not happened (to our knowledge)
<input type="checkbox"/>	Unsure how this would be handled

Does your malpractice insurance carrier know you use AI tools?

<input type="checkbox"/>	Yes — disclosed and no issues
<input type="checkbox"/>	Yes — disclosed and they had concerns/conditions
<input type="checkbox"/>	No — have not disclosed
<input type="checkbox"/>	Not applicable / don't use AI in client work
<input type="checkbox"/>	Unsure



Section 5: Regulatory Awareness

This section assesses awareness of the regulatory requirements that intersect with AI use in closing practice.

How familiar are you with ABA Formal Opinion 512 (2024) on AI ethics for attorneys?	1	2	3	4	5
	<i>Never heard of it</i>				<i>Read and applied it</i>

How familiar are you with Georgia Bar guidance on AI usage?	1	2	3	4	5
	<i>Not aware of any</i>				<i>Fully aware</i>

Are you aware that FinCEN’s residential real estate AML reporting rule took effect March 1, 2026?

Yes — we are actively complying

Yes — aware but still figuring out compliance

Heard about it but don’t know the details

No — this is new information

How is your firm currently handling FinCEN reporting?

Manually preparing and filing reports

Using SoftPro’s report generation (PDF) and filing separately

Using another tool or service

Not yet set up for compliance

Not applicable to our practice

How confident are you in your firm’s overall regulatory compliance posture for AI use?	1	2	3	4	5
	<i>Not confident</i>				<i>Very confident</i>





Section 6: Priorities and Pain Points

This final section helps us focus recommendations on what matters most to your practice.

Rank the following from 1 (highest priority) to 6 (lowest priority):

_____	Reducing time spent on manual compliance tasks (FinCEN, ALTA, regulatory)
_____	Protecting client data when using AI tools
_____	Preventing wire fraud and closing-related scams
_____	Getting a written AI policy in place for the firm
_____	Training staff on responsible AI use
_____	Improving document drafting speed and consistency

What is the single biggest challenge or risk you see with AI in your closing practice?

What would a successful AI governance outcome look like for your firm in 6 months?

Is there anything else you want us to know about your firm's AI usage or concerns?

Thank You

Thank you for completing this assessment. Your responses will be used to develop a tailored AI governance framework for your firm, including an acceptable-use policy, human review protocols, staff training materials, and regulatory compliance documentation.



Next steps: A Vectis consultant will review your responses, schedule a follow-up discussion to clarify any items, and deliver your complete AI Readiness Package within 2–3 weeks of engagement start.

Questions? Contact us at info@vectisco.ai or visit vectisco.ai