**Title Clearing for Right of Way Parcel Package**

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| **Property Owner(s):**  | **Parcel No.:**  |
| **Project Title:**  | **F.A. No.:**  |

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| 1. Title Report  |
|[ ]  a.    Effective date less than 6 months |
|[ ]  b.    Copy of all exceptions |
| [ ]  | c.    Copy of documents referenced in legal description |
| [ ]  | d.    Copy of Vesting Deed |
| 2. Verify Vesting |
|[ ]  1. Individual |
|[ ]   a.    Marital Status - Single/Married/Divorce/Separated |
|[ ]   b.    If Vested as Single, verify current marital status |
|[ ]   c.    If now married need spouse to release interest by deed |
|[ ]   d. If Divorced and/or Separated - Need Final Divorce decree |
|[ ]  2.  Trustee of a Trust |
|[ ]   a.    Trust Agreement |
|[ ]   b.    Affidavit of Trust  |
|[ ]  3.  Limited Liability Company |
|[ ]   a.    Certificate of Formation |
|[ ]   b.    Limited Liability or Operating Agreement |
|[ ]   c.    Resolution of Members |
|[ ]   d.   Request from Secretary of State information/good standing |
|[ ]   e.    UCC Search - Email Title Examiner to request search |
|[ ]   f. Received UCC search results and clear any liens disclosed |
|[ ]  4.  Corporation |
|[ ]   a.    Articles of Incorporation |
|[ ]   b.    Corporate Bylaws |
|[ ]   c.    Corporate Resolution |
|[ ]   e.   Request from Secretary of State information/good standing |
|[ ]   f.     UCC Search - Email Title Examiner to request search |
|[ ]   g. Received UCC search results and clear any liens disclosed |
|[ ]  5. Partnership |
|[ ]   a.    Partnership Agreement |
|[ ]   b.    Resolution of Partners |
|[ ]   c.   Request from Secretary of State information/good standing |
|[ ]  6. Counties, cities, towns,  |
|[ ]   a. Resolution of counsel - Name & no. of signers identified  |
|[ ]  7. School districts, irrigation districts, etc. |
|[ ]   a. Resolution of school board - Name & no. of signers identified  |
|[ ]   b. School Board Minutes with approval |
|[ ]  8.  Church |
|[ ]   a.    Church bylaws and/or Articles of Incorporation |
|[ ]   b.    Certificate of Authority |
|[ ]   c. Congregational Minutes with approval |
|[ ]   d.   Request from Secretary of State information/good standing |
| 3. Property Tax Printout |
|[ ]  1. Full Acquisition |
|[ ]   a. Taxes Current and/or delinquent - need to pay current |
|[ ]   b.    If Acquisition closes January 1st through June 29th - pay 1st half taxes and/or delinquent taxes |
|[ ]   c.    If Acquisition closes after June 29th - pay entire year and/or delinquent taxes |
|[ ]  2. Partial Acquisition |
|[ ]  1. If property value in remainder exceeds taxes due including delinquent amount

 and is not in foreclosure, it is o.k. to set over, use set over clause in deed and avoid making a tax payment prior to closing |
|[ ]   b.    If property taxes in foreclosure - need to pay current - cannot ignore |
| 4. Assessments |
|[ ]  1.      Pay current & delinquent amount due |
| 5. “Current Use” Land |
|[ ]  1. Identify type of land use, open space, timber growing, agricultural, forest, farming or historic property
 |
|[ ]  2.   Full Acquisition |
|[ ]   a. Early Acquisition - Additional taxes may be due to remove from “current use” |
|[ ]  1. Need amount from county treasurer, excise tax affidavit signed and sent in

advance to obtain amount due |
|[ ]  1. Eminent Domain - Land use removal instrument (processed by county) to be

recorded, additional recording fees |
|[ ]  3.   Partial Acquisition  |
|[ ]   a.   If enough property value in remainder property owner can continue to keep in “current land use”  |
|[ ]   b. Partial Land Use Removal instrument to be recorded (add'l recording fees) |
| 6. Deed of Trust |
|[ ]  1.   Condemnation Clause in Deed of Trust |
|[ ]  2.    Paying off in full |
|[ ]   a.    Need Payoff statement/demand |
|[ ]   b.    Request for Full Reconveyance |
|[ ]  1. Receipt of Original Request of Full Reconveyance and Substitution of Trustee (if

applicable) |
|[ ]   d. Forward Original Request to Trustee for preparation |
|[ ]   e. Log tracking of Full Reconveyance |
|[ ]   f.    Escrow to take care of? |
|[ ]  3.    Partial payoff |
|[ ]   a.    Need Partial payoff statement/demand |
|[ ]   b.    Beneficiary wants to be paid-need statement |
|[ ]   c.    Beneficiary accepts no payment-need statement |
|[ ]   d.    Request for Partial Reconveyance and Substitution of Trustee (if applicable) |
|[ ]   e. Receipt of Original Request of Partial Reconveyance |
|[ ]   f. Forward Original Request to Trustee for preparation |
|[ ]   e. Log tracking of Partial Reconveyance |
|[ ]  4.    Partial Acquisition under $10,000-Partial reconveyance not required if: |
|[ ]   a.    Inform owner/owner accepts (LPA-333a) |
|[ ]  5.    Partial Acquisition $10,000-25,000-Partial reconveyance not required if: |
|[ ]   a.    Agency approves request to accept encumbrance (LPA-333) |
|[ ]   b.    Inform owner/owner accepts risk (LPA-333a) |
| 7. Assignment of Rents and/or Leases |
|[ ]  1. Read recorded document to Confirm Assignment will be released upon recording of full and/or partial reconveyance
 |
| 8.   UCC of Record, i.e.,  Security Agreement, Fixture Filing, Financing Statement (Uniform Commercial Code) |
|[ ]  1.    UCC Search - Email Title Examiner to conduct search |
|[ ]  2.   Full Acquisition |
|[ ]   a.    Need Payoff statement/demand |
|[ ]   b.    Request for UCC Termination |
|[ ]   c. Received UCC search results and clear any liens disclosed |
|[ ]  3.   Partial Acquisition  |
|[ ]   a.    Need Partial payoff statement/demand |
|[ ]   b.    Beneficiary wants to be paid-need statement |
|[ ]   c.    Beneficiary accepts no payment-need statement |
|[ ]   d.    Request for Partial UCC Termination |
| 9. Real Estate Contract |
|[ ]  1.    Paying off in full |
|[ ]   a.    Need Payoff statement/demand |
|[ ]   b.    Receipt of Original Fulfillment Deed |
|[ ]   c. Forward Original Fulfillment Deed for recording |
|[ ]   d.    Escrow to take care of? |
|[ ]  2.    Partial payoff |
|[ ]   a.    Need Partial payoff statement/demand |
|[ ]   b.    Beneficiary wants to be paid-need statement |
|[ ]   c.    Beneficiary accepts no payment-need statement |
|[ ]   d.    Request for Partial Fulfillment Deed |
|[ ]   e. Receipt of Original Partial Fulfillment Deed |
|[ ]  1. Forward Original Partial Fulfillment Deed for recording
 |
| 10. Mortgage |
|[ ]  1.    Paying off in full |
|[ ]   a.    Need Payoff statement/demand |
|[ ]   b.    Request for Full Satisfaction of Mortgage |
|[ ]   c. Receipt of Original Satisfaction of Mortgage |
|[ ]   d. Forward Original Satisfaction of Mortgage for recording |
|[ ]   e. Log tracking of Satisfaction |
|[ ]   f.    Escrow to take care of? |
|[ ]  2.    Partial payoff |
|[ ]   a.    Need Partial payoff statement/demand |
|[ ]   b.    Beneficiary wants to be paid-need statement |
|[ ]   c.    Beneficiary accepts no payment-need statement |
|[ ]   d.    Request for Partial Satisfaction of Mortgage |
|[ ]   e. Receipt of Original Partial Satisfaction of Mortgage |
|[ ]   f. Forward Original Partial Satisfaction for recording |
|[ ]   e. Log tracking of Partial Satisfaction |
| 11. Lease |  |
|[ ]  1. \*Copy of Lease Agreement and copy of Corporation, LLC, Partnership, etc papers, if needed
 |
|[ ]  2. UCC Search - email Title Examiner |
|[ ]  3. Unrecorded Lease (do not record release/partial release of lease) |
|[ ]  1. Copy of Lease Agreement and copy of Corporation, LLC, Partnership, etc

papers, if needed |
|[ ]  4.     Full Acquisition |
|[ ]   a.     \*Release of Lease |
|[ ]  5.     Partial Acquisition |
|[ ]   a.     \*Partial Release of Lease |
|[ ]  1. Request from Secretary of State information/good standing, if Corporation,

 LLC, Partnership, etc. If information rec'd is sufficient to determine signature authority, will not require add'l info on partial acquisition. |
|[ ]  \* If lease is expired (month to month) or does not exist, document tenant information in diary & obtain QCD |
| 12. Judgments, Fed & State Liens |
|[ ]  1.     Copy of Judgments |
|[ ]  2.     Confirm identity |
|[ ]   a.      Statement of ID completed by parties and submitted to title co. |
|[ ]   b. Judgment/Lien removed by Title Company - if no, continue to no. 3 or 4 |
|[ ]  3.      Full Acquisition |
|[ ]   a.     Need Payoff statement/demand |
|[ ]   b.      Need Release of Judgment |
|[ ]   c.      Escrow to take care of? |
|[ ]  4.      Partial Acquisition |
|[ ]   a.      Need Partial payoff statement/demand |
|[ ]   b.      Need Partial Release of Judgment |
| 13. Bankruptcy |
|[ ]  1. Copy of Bankruptcy papers |
|[ ]  2.     Bankruptcy Discharged |
|[ ]   a. Copy of Discharge signed by Judge |
|[ ]   b.    If Not Discharged, Need Relief of Stay from Trustee of Bankruptcy |
|[ ]  1. Call 1-888-409-4662 to confirm bankruptcy and obtain information of trustee,

 etc. |
| 14. Vested Owner Deceased  |
|[ ]  1.      Probate Filed? |
|[ ]  2.      Attorney to prepare Personal Representative Deed for Acquisition |
|[ ]  3.      If no probate, should be an exception on title |
|[ ]   a.  If not, notify title examiner for title company requirements; i.e. lack of probate affidavit, etc. |
| 15. Easements |
|[ ]  1. Identify & Locate easement, i.e., install, inspect, maint. for sewers, water lines, gas lines, fiber optics, electric cables
 |
|[ ]  FYI: Private Easements must be cleared or proof not in acquisition area; Cable Co easements check for pre-payment penalty-maybe hidden charge |
|[ ]  2.   Utility Easements |
|[ ]   a.     Identify Utility Company |
|[ ]   b.     Public |
|[ ]   c.     Private |
|[ ]   d.     Location of easement |
|[ ]   e.     In ROW? |
|[ ]   f.      Identify utility in connection with property on utility project map |
|[ ]   g.     Is easement to connect to property owner’s home?  |
|[ ]   h.     Verify if Utility Dept is planning to relocate utility as part of the project |
|[ ]  1. Provide a copy of easement to Utility Engineer to determine if easement is to be replaced
 |
|[ ]  3.  Access Easements |
|[ ]   a.     Identify the location of easement |
|[ ]   b.     In ROW? |
|[ ]   c.    Release? |
|[ ]  3.   Drainage |
|[ ]   a.     Identify the location of easement |
|[ ]   b.     In ROW? |
|[ ]   c.     Release? |
|[ ]  4.  Light & Air  |
|[ ]   a.    Agency, merge with title |
|[ ]  5.   Parking |
|[ ]   a.     Identify the location of easement |
|[ ]   b.     In ROW? |
|[ ]   c.     Release? |
|[ ]  6.   Well Site |
|[ ]   a.     Identify the location of easement |
|[ ]   b.     In ROW? |
|[ ]   c.     Release? |
|[ ]  7.   Drainfield |
|[ ]   a.     Identify the location of easement |
|[ ]   b.     In ROW? |
|[ ]   c.     Release? |
|[ ]  8.   Encroachment, commonly found where a portion of a building, fence or driveway encroaches adjacent property |
|[ ]   a.     Identify the location of easement |
|[ ]   b.     In ROW? |
|[ ]   c.     Release? |
|[ ]  9.    Party wall |
|[ ]   a.     Identify the location of easement |
|[ ]   b.     In ROW? |
|[ ]   c.    Release? |
| 16. Misc. Agreements |
|[ ]  1.    Copy of Agreement |
|[ ]   a.     In ROW? |
|[ ]  2.     Full Acquisition |
|[ ]   a.     Release of Agreement |
|[ ]  3.     Partial Acquisition |
|[ ]   a.     Partial Release of Agreement |
| 17. Manufactured Home/Mobile Home (MH) |
|[ ]  1. Noted on Title Report |
|[ ]  2.    Considered real property? - Yes, if title eliminated, continue to A. Real Property |
|[ ]  3.    Considered personal property? - Yes, if title to (MH) is licensed by DOL (Dept of Licensing), continue to B. Personal Property |
| 17. A.   Real Property (MH) |
|[ ]  1.    Copy of Title Elimination |
|[ ]  1. Include mobile home information on Deed i.e. "together with a 1985 20x78

 Saratoga mobile home" |
|[ ]  2.    MH to be removed from land, i.e., relocate/demolition? If yes, continue |
|[ ]   a. Need to apply for the title to be re-instated from DOL |
|[ ]   b.     Complete DOL Title Elimination Form - marked removal from real property  |
|[ ]   c. Complete (DOL) Affidavit of Loss/Release of Interest Form  |
|[ ]   d.     Proof of taxes paid in full for current year |
|[ ]   e.     Application for Certificate of Title - send w/transmittal need authorized signature |
|[ ]   f. Need Release of Interest/Power of Attorney  |
|[ ]   g. Obtain signed approval from DOL prior to recording |
|[ ]   h. Once DOL approves, record and retain proof of recording fees paid |
|[ ]   i. Process Mobile Home Application package with DOL paying all required fees |
|[ ]   j. Track receipt of original title from DOL (6-8weeks) |
|[ ]   k. Track Mobile Home Acquisition |
| 17. B.   Personal property (MH) |
|[ ]  1. Acquiring MH? Need Agency to determine if the mobile home should be purchased, if yes continue with 3-6
 |
|[ ]  2.    Relocating? Verify with Relocation Agent |
|[ ]  3. Is Mobile Home located on Land vesting owner is the same? If yes, |
|[ ]  1. Include mobile home information on Deed i.e. "together with a 1985 20x78

Saratoga mobile home" |
|[ ]  4.   Is Mobile Home located in a Park? If yes, continue |
|[ ]   a.    Need Value of MH |
|[ ]  1. Obtain Original Title or Complete Dept of Licensing (DOL) Affidavit of

Loss/Release of Interest Form – owner & lender signature required |
|[ ]   c. Prepare Mobile Home Excise Tax Affidavit |
|[ ]  If Ownership has not been transferred with Treasurer - need prior Bill of Sale & Excise Tax Affidavit & Payment on prior amount |
|[ ]   d.     Prepare Bill of Sale - Need owner signature |
|[ ]   e.     Proof of taxes paid in full for current year |
|[ ]   f.     Application for Certificate of Title (DOL) - send w/transmittal need agency signature |
|[ ]   g. Need Release of Interest/Power of Attorney (DOL) - POA Need owner & lender signature |
|[ ]   h.     UCC Search - Email Title Examiner to conduct search |
|[ ]   i. Received UCC search results and clear any liens disclosed |
|[ ]   j. Track receipt of original title from DOL (6-8weeks) |
|[ ]   l. Track Mobile Home Acquisition |
|[ ]  5.     Escrow to take care of? |
|[ ]  1. Obtain Escrow company requirements to close and verify additional

fees/escrow fees/transfer fees, etc. |
|[ ]   b. Escrow Agreement includes transfer of mobile |
|[ ]   c.    Instruct Escrow to conduct UCC Search and clear any liens disclosed  |
|[ ]  6. Track Mobile Home Acquisition |
| 18. If Property Owner to occupy after possession |
|[ ]  1. Displacee Lease |
|[ ]   a. Prepare Lease |
|[ ]   b. Prepare rental transmittal and add additional clauses |
|[ ]  2. Residential |
|[ ]   a. Rental Value from Appraisal |
|[ ]   b. No Leasehold excise required |
|[ ]  3. Non-Residential |
|[ ]   a. Rental Value from Appraisal |
|[ ]   b. Leasehold excise required (LET) @ 12.84% |
|[ ]  4. Place lease in file |
| 19. Other/Notes |
|[ ]  FYI: all correspondence placed in file in date order with most recent on top |
|[ ]  FYI: Judgment searches are NOT needed for unrecorded leases unless there is an exception to clear |
|[ ]  FYI: Read and Clear NOTES from Title Report if applicable as the Title Co. may require additional items to be cleared or additional verbiage added to legal descriptions prior to closing. |

Notes: