**General Information**

|  |  |
| --- | --- |
| **Title Company** | \_\_\_\_\_ Title Company (\_\_\_\_\_\_ Branch) |
| **Title Officer** |  |
| **Title Officer Contact #/email** | (###) ###-### // |
| **Reference or Order Number** |  |
| **PTR or SORT Date** |  |

**Project Specific Details – Property Information**

Directions: Review items for accuracy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Reviewed** | **Description** | **Comments – does this create an issue for the easement, does the hyperlinked supporting document match description, resolution if needed** | **Resolution (if Needed)** | **Date resolved** |
| **Property Street Address** |  |  |  |  |  |
| **Assessor Parcel Number(s)** |  |  |  |  |  |
| **Title shown consistent with landowner** |  |  |  |  |  |
| **Legal description consistent (correct city/county, APN, etc)** |  |  |  |  |  |
| **Plat Map(s) depict correct property** |  |  |  |  |  |
| **All pages included** |  |  |  |  |  |

**Project Specific Details – Parcel Evaluation (Review for EXCEPTIONS or EXEMPTIONS from Legal Description)**

Directions: Specify each tract or parcel and list any exceptions or exemptions from the Legal Description. If no exceptions or exemptions exist, please state that.

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| --- | --- | --- | --- | --- | --- |
| **Parcel/Tract Number** | **Confirmed** | **Description of Exception/Exemption** | **Comments – does this create an issue for the easement, does the supporting document match description** | **Resolution (if Needed)** | **Date resolved/Expected** |
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**(Review form continued on next page)**

**Project Specific Details – Review of EXCEPTIONS to Coverage**

Directions: Specify each exception listed. Provide a description of the exception and note whether the exception creates an issue for the easement. For exceptions that pose a concern, describe how the applicant/grantee proposes to address the concern, as well as the timeline for resolution.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exception Number** | **Confirmed** | **Description of Exception** | **Comments – does this create an issue for the easement, does the supporting document match description** | **Resolution (if Needed)** | **Date resolved/Expected** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
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**(Review form continued on next page)**

**Project Specific Details – Unrecorded Leases/Agreements**

Directions: Specify any unrecorded leases currently active on the property. If no unrecorded leases exist, please state that.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unrecorded Lease** | **Reviewed** | **Description of Lease** | **Comments – does this create an issue for the easement?** | **Resolution (if Needed)** | **Date resolved** |
| **\_\_ Lease**  **(insert link)** |  |  |  |  |  |
| **\_\_ Lease**  **(insert link)** |  |  |  |  |  |