



NUMBER	ITEM	N/A	NOT SATISFIED	SATISFIED				
					REVIEW #			
					BY		DATE	

Title Report					
1	A title report prepared for the property to be provided & shall not be prepared sooner than 30 days of the City's receipt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date issued _____ Date project submitted _____ (EDS&PM 9.1.3.B.10)
2	From the Maricopa Assessor's website look for the following for each parcel: • Parcel number • Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Website: http://betamaps.mcasessor.maricopa.gov/ Parcel # _____ Owner _____ Parcel # _____ Owner _____
3	The owner's name acquired from the Maricopa Assessor's should match EXACTLY the following: • Title Report (Schedule A) • Dedication Language (Name)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*MLD: Only check for owner's name since a MLD doesn't have dedication language. * If the name doesn't match go back to the Maricopa Assessor and pull the tax bill & verify this name matches.
4	Look for Tax Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Tax Parcel is the same as Parcel number. A way to know which Parcel(s) were used to put the Title Report together is to look for the Tax Parcels.
5	Verify the Legal Description on the Title Report matches the Legal Description of the plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Verify legal description also matches the plat/exhibit
6	If property is encumbered by a Deed of Trust, Mortgage, and/or Agreement, the Lender must ratify the map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Look for the words Mortgage, Deed of Trust, Lien or Lease throughout the report. *If a Lien or Lease is found on the Title Report, this will need to be run by Real Estate (Linda Beals)
7	Review the exceptions and make sure all easements are shown on the plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Exceptions can be found under Schedule B. Exceptions are the items that are transfer with the property when sold.
8	Review the Requirements under Schedule B for unpaid/past due taxes or Deeds of Trust. • For unpaid taxes add stipulation to comment letter to have them paid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Requirements are found under Schedule B & are items that need to happen to sell the property.

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9	The property owner & any party, entity, or agency with a recorded deed restriction on the property shall provide a letter to the City authorizing the approval of the preplat for the property or the acknowledging a representative that has the legal rights to provide said approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(EDS&PM 9.1.3.B.11)
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