

Property Acquisition Title and Survey Review Checklist

Subject Property: _____

Done	Requested	N/A	
			SURVEY MATTERS
			Confirmation that land depicted on survey plat is land in question
			Title documents forwarded to surveyor
			ALTA survey requirements shown
			ALTA table A items shown
			Identifiable point of beginning
			Boundaries of Land by courses and distances
			Legal description checked against vesting deed or title policy
			Legal description checked against title commitment
			Legal description checked against tax maps
			Address of premises
			Existing access to public road
			Utilities present on site: electricity, water, sewer, gas
			All land lot, district and section lines and city, county and state boundaries intersecting or adjacent to the Land
			All easements and ROW with recording data for instruments establishing the same
			Building lines or a statement if there are none
			Names of streets and lines of ROW of streets abutting the Land
			Names of adjacent owners
			Encroachments onto Land or by any improvements on the Land upon adjoining land or upon any easement burdening the Land
			Improvements and the relation of the improvements by distances to boundaries of the Land, to any easements burdening the Land, and to street lines
			Striped parking spaces or loading docks
			Ponds, water courses
			Location of flood plane boundaries, or, if none, a certification that no portion of the Land lies within any flood plane
			FEMA flood zone classification
			Area of the Land (acreage)
			Date of original preparation of plat of survey and of each revision thereof
			Total square footage of ground level building area
			North arrow
			Scale
			Legend
			Certification to transferor, transferee, and title company
			Certification explaining type survey

			Within last 6 months
			TITLE MATTERS
			Survey sent to title company
			Have copies of all underlying title documents
			Have copy(ies) of vesting deeds
			Party in title (if land trust, also need name of beneficiary) matches vesting deed
			Determine whether corrective deeds required
			Legal description on title commitment exactly matches survey plat's legal description
			Determine whether same as survey endorsement required
			Evidence of authority (good standing, articles of organization, operating agreement, partnership agreement, articles of incorporation, resolution, direction)
			Review CCRs, Association documents
			Determine need for CCR estoppel
			Confirm real estate taxes paid
			Determine whether subject property is coterminous with tax parcels (if not, PIN endorsement)
			Determine and communicate to transferor which requirements or special exceptions must be cured:
			Existing loans
			Liens (mechanics, materialmen)
			Tax liens (cannot close until cleared with IRS)
			Notice of claims, litigation
			Outstanding assessments, CCR covenants
			Confirm that exceptions are plotted on survey
			On day prior to closing, revised title commitment reflects all of the above

Not included:
Zoning
Environmental
Topographical/Developability
Financing