



Real Property - Capital Improvement Projects

Title Submission & Review Requirements

Effective April 1, 2009

(RV 11/1/2013)

Town of Marana requires all title documents on hard, electronic media. All Title submittals shall meet Town and Federal records keeping requirements.

Title Services and/or Design Vendor shall submit a hard copy Title Commitment and all title reports and documents on CD/DVD in .pdf format, each document saved individually by tax parcel code in a capital project, regardless of duplication. Title Commitments shall be submitted with supporting Schedule "A", Schedule "B", Right-of-Way, Chain of Title folders in virus-free CD/DVD's only. (ASLD documents shall be saved by Township/Range and Section on CD/DVD.) Title Commitments shall be complete and current (within 60 days of submittal) and insurable for all property rights. (A minimum 5-year Chain of Title is required within the Schedule B documents, unless otherwise requested.)

Title Commitments with missing or non-sequential pages are invalid and cannot be accepted. Incomplete submittals, paper or e-mail documents, website uploads, alternate media or unapproved formats are not accepted per Technical Services and Records Management.

Title Services and/or Design Vendor shall provide the following:

- 1. Provide one (1) hard copy title report and two (2) CD/DVD's (.pdf format) for each tax parcel; identify and label each submission by Project Name, CIP Project Number, Parcel Owner Name and Tax Parcel Code.

Example: Western Reserve CIP Project No: 2012-087 John Smith APN: 101-56-6298

- 2. Provide the following documents on the CD/DVD's, in five (5) subfolders identified as Title Report, Schedule "A", Schedule "B", ROW and Chain of Title. Provide a complete Title Commitment, sequenced from Page 1 to end without missing pages. (Dedications, Easements, Acquisitions, Abandonments and Releases require a signed, sealed, insurable Title Commitment.) On the CD/DVD's, include the Title Commitment, Schedule "A" vesting deeds, Schedule "B" documents, ROW documents per the parcel's legal exhibit and 5-yr Chain of Title. Save each document individually in.pdf format by numeric-alpha naming convention or sequence number. Label each Title Commitment by Title Report order/escrow number, amendment and issuer. Label each Schedule "A", "B", ROW and Chain of Title document by recorded naming convention or sequence number identified on the document or in the title report, i.e. \*Sequence Number, Docket & Page, Book & Page, Record of Survey, etc. using the numeric-alpha conventions below. (These may be prefaced by specific Schedule item numbering.)

Example: Recorded document & title report file names by naming convention:

Table with 2 columns: Document Name and File Name. Rows include Docket 34567 Pg 987, Docket 5678 Pg 965, Bk 43 Pg 21 MP, Bk 65 Pg 5 ROS, Sequence No. 34982647521, Title Commitment, and their corresponding file names like 34567-987 DP, Sch B. 12\_5678-965 DP, etc.

- 3. If Arizona State Land Records are required, provide two (2) separate CD/DVD's with all ASLD parcels in folders labeled as ASLD by Township, Range & Section. ASLD documents in the TRS must be completely documented regardless of duplication.

Example: ASLD folders & file naming convention:

Table with 2 columns: Folder Name and File Name. Row: ASLD T12S R12E Sec 5, AZ State Land RW, 09-009123; 16-5708