**TITLE CLEARANCE AND OPINION PROCESS**

**Pre-Acquisition Title Opinion Request**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Documents** | **Easement** | **Fee** | **Exchange** |
| Easement Justification, Agreement to Purchase, Agreement to Initiate Exchange, or Donation Report, as applicable | Y | Y | Y |
| Title Report, Binder, or Commitment to ALTA U.S. Policy. Include Schedule A & B documents. | Y | Y | Y |
| Vesting Deed to Current Owner | Y | Y | Y |
| Draft Deed | N | Y | Y |
| Executed Deed | Y | N | N |
| Evidence of Grantor's Authority to Sign | Y | Y | Y |
| Draft Escrow Instructions | O | O | Y |
| Appraisal and/or Review Memo, if available | Y | Y | Y |
| Certificate of Inspection and Possession | Y | Y | Y |
| Environmental Site Assessment (ESA) | Y | Y | Y |
| Parcel Map | Y | Y | Y |
| Preliminary Administrative Determination or Certificate of Use and Consent | Y | Y | Y |

**Post-Acquisition Title Opinion Request**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Documents** | **Easement** | **Fee** | **Exchange** |
| ALTA U.S. Title Policy form 9/28/91 (Revised 12/31/12) showing title vested inU.S. and its assigns | Y | Y | Y |
| Executed Deed | Y | Y | Y |
| Executed Escrow Instructions | O | O | O |
| Closing Statement | O | Y | Y |
| Land Acquisition Voucher Certificate | Y | Y | N |
| Certificate of Inspection and Possession | Y | Y | Y |
| ESA Update, if applicable | Y | Y | Y |
| Grantor's ESA Certification | N | Y | Y |
| Appraisal and/or Review Memo | N | N | Y |
| Certificate of Inspection and Possession | Y | Y | Y |
| Parcel Map | O | O | O |
| Administrative Determination or Certificate of Use and Consent | Y | Y | Y |

Y=Yes N=No O=Optional