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| **General Information** | |
| **Title Company** |  |
| **Contact Name** |  |
| **Contact #/email** |  |
| **PTR Reference or Order Number** |  |
| **PTR Date** |  |
| **Mineral Rights** |  |
| **Legal Access** |  |

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| **Project Specific Details – Review for Accuracy** | | | | | | |
| **Item to be Confirmed for Accuracy** | **Applicant** | | **Staff Use** | | | |
| **Confirmed** | **Comments** | **Confirmed** | **Comments** | **Resolution (if Needed)** | **Date resolved** |
| **Property Address** |  |  |  |  |  |  |
| **Assessor Parcel Numbers** |  |  |  |  |  |  |
| **Title shown consistent with landowner** |  |  |  |  |  |  |
| **Legal description consistent (correct city/county, APN, etc)** |  |  |  |  |  |  |
| **Maps depict correct property** |  |  |  |  |  |  |
| **All pages included** |  |  |  |  |  |  |

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| **Project Specific Details – Review for Exceptions or Exemptions from Legal Description** | | | | | | |
| **Specify each tract or parcel and list any exceptions or exemptions. If none, please state that.** | **Applicant** | | **Staff Use** | | | |
| **Reviewed** | **Comments – does this create an issue for the easement, does the hyperlinked supporting document match description, resolution if needed** | **Confirmed** | **Comments – does this create an issue for the easement, does the hyperlinked supporting document match description, resolution if needed** | **Resolution (if Needed)** | **Date resolved** |
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| **Project Specific Details – Review of Exceptions to Coverage** | | | | | | |
| **Exception Number** | **Applicant** | | **Staff Use** | | | |
| **Reviewed** | **Comments – does this create an issue for the easement, does the hyperlinked supporting document match description, resolution if needed** | **Confirmed** | **Comments – does this create an issue for the easement, does the hyperlinked supporting document match description, resolution if needed** | **Resolution (if Needed)** | **Date resolved** |
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| **Project Specific Details – Unrecorded Leases/Agreements** | | | | | |
| **Unrecorded Lease(s)** | **Staff Use** | | | | **Applicant Use** |
| **Reviewed** | **Comments – does this create an issue for the easement** | **Resolution (if Needed)** | **Date resolved** | **Comments** |
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