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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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| **2** | [ ]  |  | [ ]  |  |  |  |
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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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