

PRELIMINARY TITLE REPORT CHECKLIST

This checklist is used for the Authorized Applicant/Recipient Representative to certify that they have reviewed the title and identified which encumbrances will be cleared before closing. OCB program staff will review the checklist and contact the Authorized Recipient Representative with any outstanding concerns.

Applicant/Recipient Information

Organization	Project Manager	Project Agreement Number
Address	Phone	Email

Ecology Policy on Encumbrances

Property rights acquired with Ecology funding must be free of encumbrances that impact the benefits that are listed in the project agreement. Ecology will make the final determination on which encumbrances on the property do not conflict with the purpose of the Ecology-funded project.

Preliminary Title Report Checklist

I have reviewed the attached preliminary title report or commitment, including all noted exceptions/encumbrances, and recommend the following:

- The following exceptions will remain on the title at closing:

List each exception by number (as listed in report) with a brief description of purpose, location on the property, and impacts (if any) to the project goals and objectives.

- The following exceptions will be removed/cleared at closing:

List each exception by number (as listed in report).

- The following exceptions should be removed; the Recipient will make every effort to do so:
List each exception by number (as listed in report) with a brief description of why you expect to be able to have it removed at closing.

Ecology's expectation is that those identified for removal will not appear on the final title policy; failure to do so may result in withholding final reimbursement. The Recipient must document efforts and reasons for any encumbrances that cannot be cleared.

I certify to the best of my knowledge that with the above action the property and/or rights to be acquired will meet Ecology policy.

Signature of Authorized Applicant/Recipient Representative:

Date:

Authorized Applicant/Recipient Representative Title:

Recipient must upload an electronic scan of this signed checklist, and any amendments to it, into EAGL (Ecology Administration of Grants and Loans system). For projects supported through the Community Flood Resilience and Assistance (CFAR) program, recipient must send an electronic scan to the OCB project management team.