**Session 5: Exercise**

**Performing Title Searches**

For each question listed below, click next to the correct letter, or letters, that best represents the answer.

**1. What is the purpose of conducting a title search?**

**A** To identify the current property owners

**B** To identify the past property owners

**C** To identify adjacent property owners

**D** All of the above

**2. What is the Public Land Survey System?**

**A** A legal description which uses a surveyor’s description of a parcel of real property using carefully measured distances, angles, and directions.

**B** A system used to assign parcel numbers to properties in a county.

**C** A legal description which uses township, range, and sections divided into quarters.

**D** References to certain lots or lots on a plat map.

**Using Deed 10 23 1975 (please rename file when posting to the intranet) answer questions 3-8:**

**3. What type of deed is the sample document?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. What is the execution date of the document?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Who is the Grantor?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Who is the Grantee?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. What is the record Volume and Page of the Deed of Trust for $250,000 executed by Gulfco Marine Maintenance, Inc. to D.V. Collins?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. What tracts (in whole or part) were transferred in this deed?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. How do you start a title search?**

**A** The first call you should make is to the County Clerk’s Office.

**B** You should check-in with the Site Team members to see what information they have about the site.

**C** You should go to the County Tax Assessor’s website or call the County Tax Assessor to get the most current deed reference.

**D** You should search for the owner’s name online to see what information you can find.

**10. When do you stop searching?**

**A** You find individuals who own the property, rather than a company.

**B** When the Site Team agrees you have done enough research.

**C** You find the first industrial use of the property.

**D** When you no longer can find the grantor of property in the grantee index books.

**Session 5: Exercise Answers**

**PRP Search Documentation**

For each question listed below, click next to the correct letter, or letters, that best represents the answer.

D **1. What is the purpose of conducting a title search?**

**All of the Above**

A title search is conducted to identify PRPs, which can be current or past owners, and potential sources of information, which may include adjacent property owners.

C  **2. What is the Public Land Survey System?**

**A legal description which uses township, range, and sections divided into quarters.**

The Public Land Survey System is a way to subdivide land that is regulated by the Bureau of Land Management. The divisions are made by meridian and baselines to create townships that are divided into sections and then into quarters.

**Using Deed 10 23 1975 (please rename file when posting to the intranet) answer questions 3-8:**

**3. What type of deed is the sample document?**

General Warranty Deed

**4. What is the execution date of the document?**

October 23, 1975

**5. Who is the Grantor?**

Gulfco, Inc.

**6. Who is the Grantee?**

Chromalloy American Corporation

**7. What is the record Volume and Page of the Deed of Trust for $250,000 executed by Gulfco Marine Maintenance, Inc. to D.V. Collins?**

Volume 375 Page 146

**8. What tracts (in whole or part) were transferred in this deed?**

Tracts 21, 22, 24, 27, 30, and 56

B **9. How do you start a title search?**

**You should check-in with the Site Team members to see what information they have about the site.**

First you should check-in with the Site Team to see what information they already have about the site. This information can range from the address for the site, an owner, or a simple location of the site on a map, but it gives you a starting point to begin your search. Next you will want to call or go to Tax Assessor’s website to determine if you can find the person who is paying the taxes on the property. This person is likely the owner and will give you a starting point for your title search. After you have gathered the information available from the Team and the Tax Assessor’s website, the next step would be to go to the County Clerk’s Office to find the current deed.

C **10. When do you stop searching?**

**You find the first industrial use of the property.**

While the three other answers could be stopping points for your title search, the first stopping points you should try to find in your research are the first industrial use of the property, as well as the date a developer acquired the property from individuals, and the first known release. Keep in mind, that individuals owning the property rather than a company is not necessarily an indication that the property was not being used for industrial purposes.