



## Title Examining Checklist

**File Reference Number:** \_\_\_\_\_

**1. Title Vesting:**

Title is vested in the name(s) of:

\_\_\_\_\_

\_\_\_\_\_

**2. Open Mortgage Information:**

**1<sup>st</sup> Mortgage (if any)**

Mortgagor: \_\_\_\_\_

Mortgagee: \_\_\_\_\_

Date of Instrument: \_\_\_\_\_ Date of Recording: \_\_\_\_\_

Recorded Document Number: \_\_\_\_\_

**Assignment of Mortgage (if any)**

Assigned to: \_\_\_\_\_

Date of Recording: \_\_\_\_\_ Document Number: \_\_\_\_\_

**2<sup>nd</sup> Mortgage/Equity Line (if any)**

Mortgagor: \_\_\_\_\_

Mortgagee: \_\_\_\_\_

Date of Instrument: \_\_\_\_\_ Date of Recording: \_\_\_\_\_

Recorded Document Number: \_\_\_\_\_

**Assignment of Mortgage (if any)**

Assigned to: \_\_\_\_\_

Date of Recording: \_\_\_\_\_ Document Number: \_\_\_\_\_

**3<sup>rd</sup> Mortgage/Equity Line (if any)**

Mortgagor: \_\_\_\_\_

Mortgagee: \_\_\_\_\_

Date of Instrument: \_\_\_\_\_ Date of Recording: \_\_\_\_\_

Recorded Document Number: \_\_\_\_\_

**Assignment of Mortgage (if any)**

Assigned to: \_\_\_\_\_

Date of Recording: \_\_\_\_\_ Document Number: \_\_\_\_\_

3. **Tax/PIN Information:**  
**Property Identification Number (PIN):** \_\_\_\_\_

**Tax Information:**  
**Year:** \_\_\_\_\_ **Installment:** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_ **Paid or Open**  
**Year:** \_\_\_\_\_ **Installment:** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_ **Paid or Open**

**2<sup>nd</sup> PIN Number (if any):** \_\_\_\_\_

**Tax Information:**  
**Year:** \_\_\_\_\_ **Installment:** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_ **Paid or Open**  
**Year:** \_\_\_\_\_ **Installment:** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_ **Paid or Open**

**Are there any outstanding special assessments? Yes or No**  
**If yes, payable to** \_\_\_\_\_  
**Year (s):** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

4. **Building Lines and Easements:**  
Are there building lines or easements of record? Yes or No  
If Yes, the building line is located \_\_\_\_\_ feet from the \_\_\_\_\_ lot line as shown on the plat of subdivision recorded as Document Number \_\_\_\_\_ or as contained in (Deed or Declaration) recorded as Document Number \_\_\_\_\_.  
The easements are located \_\_\_\_\_ feet from the \_\_\_\_\_ lot line and \_\_\_\_\_ feet from the \_\_\_\_\_ lot line.

5. **Covenants, Conditions and Restrictions:**  
Are there covenants, conditions and restrictions (CCR's) of record? Yes or No  
If Yes:  
Type of Document: \_\_\_\_\_  
Date of Document: \_\_\_\_\_  
Recorded Document Number: \_\_\_\_\_

List specifics of the CCR:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Judgments and Liens:**  
Are there any possible Judgments or Liens against the Seller? Yes or No  
If Yes, list Name that Judgment/Lien is against:  
\_\_\_\_\_

Are there any possible Judgments or Liens against the Buyer? Yes or No  
If Yes, list Name that Judgment/Lien is against:  
\_\_\_\_\_

- 7. Municipal Stamps and Inspections:**  
 Is the Property located within a municipality that requires Transfer Stamps or an Inspection? Yes or No  
 If Yes, list Name of Municipality? \_\_\_\_\_  
 Party responsible for Transfer Stamps? Buyer or Seller \$\_\_\_\_\_per thousand
- 8. Condominiums:**  
 Is this Property a Condominium Unit? Yes or No  
 If Yes, the Recorded Condo Declaration Number is: \_\_\_\_\_  
 Is the Condominium subject to an assessment for which the Condominium Association will complete a Paid Assessment Letter and a Right of First Refusal? Yes or No
- 9. Planned Unit Development:**  
 Is this property part of a Planned Unit Development? Yes or No  
 If there a Recorded Declaration, the Document Number is \_\_\_\_\_  
 Is said property part of an Association that requires an Assessment Letter? Yes or No
- 10. Drainage Districts and Special Service Areas:**  
 Is this property in Lake County? Yes or No  
 If Yes, is the property serviced by the North Shore Sanitary District? Yes or No  
 Is this property part of any other Sanitary and/or Drainage District? Yes or No  
 If Yes, the Name of the Sanitary and/or Drainage District is: \_\_\_\_\_  
 Are there outstanding fees due for a Special Service Area? Yes or No  
 What is the name or number of the Special Service Area? \_\_\_\_\_  
 Amount Due:\$\_\_\_\_\_
- 11. Marital Status**  
 Is the Seller married? Yes or No  
 Is the Buyer married? Yes or No  
 Are there outstanding Homestead Rights for either party? Yes or No
- 12. Leases:**  
 Does the Seller live at the property? Yes or No  
 If no, are there any leases either recorded or unrecorded? Yes or No
- 13. Probate Exceptions:**  
 Is there a Title Holder of Record who may be deceased? Yes or No  
 If Yes, list name of surviving spouse or heir: \_\_\_\_\_  
 Is there a Probate case pending, with regard to the deceased individual? Yes or No  
 Indicate Probate Case Number: \_\_\_\_\_
- 14. Effective Date**  
 What is the effective date of this commitment? \_\_\_\_\_

I have examined the search packet on File Number \_\_\_\_\_ and hereby authorize Baird & Warner Title Services to type a Title Commitment using the information set forth above.

\_\_\_\_\_  
Attorney Agent

\_\_\_\_\_  
Date

**UPON COMPLETION OF THIS CHECKLIST, PLEASE FAX TO (312-592-4574)**