PETITION TO VACATE:
OWNERSHIP & ENCUMBRANCE REPORT CHECKLIST

IMPORTANT Please provide this checklist to your licensed title company to ensure that your Ownership & Encumbrance Report(s) meet our requirements.

- ☐ Search Area Requirements:

  Right-of-Way Vacates:
  - ☐ Report for vacate area; ***AND***
  - ☐ Report for <u>each</u> petitioner's parent parcel

  Subdivision Plat (Including Easements) Vacates:
  - ☐ Report for <u>each</u> parent parcel that lies within the vacate area
- ☐ Provide copies of all instruments cited in the report
- ☐ Show current ownership
- ☐ Include liens and encumbrances affecting the subject property
- ☐ Provide tax payment information, including delinquent tax information

NOTE: All reports MUST be no older than 60 days on the date of petition submission.