

## **Coachella Valley Water District Title Insurance Steps**

- 1) A Preliminary "Title" Report (PTR) must be provided for all easement and real property dedications and conveyances.
- 2) The PTR or a Proforma must be issued based upon the legal description of the easement or real property description only, not a PTR that covers an entire project.
- 3) CVWD will determine the value of the easement or real property for the ALTA Owners Policy title insurance amount.
- 4) CVWD approves the legal description and plat for the easement or real property based upon CVWD Standards For Legal Descriptions and Plats.
- 5) Project Proponent's Title Company will issue an ALTA Owners Policy Title Commitment or Proforma to CVWD.
- 6) Title Company will specify what documentation they will require from the Project Proponent in order to verify the proof of capacity to sign and entity formation, etc.
- 7) CVWD reviews the Title Commitment and Project Proponent must clear and have removed any encumbrances/exceptions not approved by CVWD (Schedule B items).
- 8) CVWD identifies any deeds of trust or liens that require the title company to have beneficiary(ies) subordinate their rights to CVWD's easement or reconvey rights on real property.
- 9) A Consent will be required for any exclusive easements or rights on title.
- 10) CVWD records the grant of easement or deed and provides a conformed copy to the Title Company or Project Proponent.
- 11) Title Company issues the ALTA Owners Policy based upon the Title Commitment or Proforma CVWD previously approved.