

TITLE REPORT GUIDELINES
COASTAL PROTECTION AND RESTORATION AUTHORITY (CPRA)
FOR INTERGRATED COASTAL PROTECTION AND RESTORATION PROJECTS
FOR COASTAL RESTORATION PROJECTS

Revised 11/17/14

- I. Introduction - A Title Report is a written report prepared by a qualified abstracter or professional landman based upon an examination of the tax rolls, conveyance and other public records in the Parish Courthouse where the land is located, and setting forth the current apparent ownership of the property.

- II. Examination of Records
 - A. The following records should be examined:
 1. Tax assessments and payments for at least the last three (3) years to determine to whom the property is assessed.
 2. Conveyance, Mortgage, Probate, and Suit records to the present date beginning either (a) from fifty (50) years ago or (b) if no arms length transaction occurred within that fifty (50) year period, then from the date of the most recent arms length transaction that proceeds that fifty (50) year period. **In some case CPRA may require the title be run from sovereign.**

- III. Content of Title Report
 - A. Current Apparent Ownership
 3. Surface ownership only. (For the most recent arms length transaction, include a copy of the appropriate instrument in II., A., 2. above) This should include all names, addresses, telephone and social security or tax identification numbers if possible and a contractor's affidavit that taxes have been paid for the last three (3) years.
 2. Minerals - only to the extent that the examination of records indicates the ownership of same.
 3. Mineral leases - only to the extent that the examination of records indicates the ownership of same.

B. Mortgages, Liens, UCC Filings

Indicate any existing mortgages, liens or UCC filings affecting the property (including a copy of the instrument). Note: A Mortgage Certificate can be obtained to satisfy the mortgage requirement.

C. Suits - indicate any existing suits affecting the property (including the Suit number and the book, page/folio and instrument number from the applicable indices).

D. Rights-of-way and surface leases - Title Reports shall list all servitudes and rights-of-way and include the most detailed description possible regarding the location of same. Subsequent transfers, encumbrances, etc. out of the original grantee should not be examined. However, after the CPRA staff has evaluated the impact of the encumbrances and rights-of-way on the project, a Supplemental Title Report setting forth the current probable ownership thereof might be requested.

E. Title Defects - Any suspected title defects should be noted, as well as any suggested steps for curing them.

F. Ownership Table - Incorporate all property owners into an Excel spreadsheet. A template format will be used which will include names, address, phone numbers, recordation information, property description and tax identification number. The template format will be provided by CPRA.

IV. Optional Information (if requested by CPRA)

A. Physical Examination of Property to determine current surface usage (see Surface Use Report Guidelines, Addendum D).

B. Possession Statement - The Possession Statement should be taken, if possible, from interviews with disinterested parties familiar with the property. The Possession Statement shall include a surface plat that identifies surface features, activities, and encumbrances. It should also include historical information as to the ownership and use of the property for at least the last fifty (50) years.

C. Mineral Ownership

D. Mineral History