

Opinion of Record Title (ORT); Form M-950ORTPurpose

This document provides the documentation and record of the property being conveyed to PennDOT by HOP applicants. Completing this form verifies the ownership of the property and identifies any defects such as liens, easements, or ownership disputes.

Preparation

This document is to be completed by an attorney or licensed title company after a title search on the property. Complete the following information on the form:

1. Name, phone number and mailing address of the entity preparing the document
2. Current date
3. PennDOT engineering district number
4. Title Property identification Number (PIN)
5. Right of Way Plan Parcel Number
6. Title effective date that title search and form was completed
7. Bringdown effective date that final check was performed on title search since the initial title search was completed to verify new liens, judgements, unpaid taxes etc.
8. County of the Recorder of Deeds and Clerks of Court office
9. Effective Date that title search was completed
10. Address Location of premises/property including street, Township, County
11. Name of Current Record Owner
12. Information about the current deed including owner, dates, recorders office count and county recorder office instrument/identification number
13. Amount of Taxes due or owing as of the effective date , County PIN No., other PIN No.(s)
14. If no taxes due and owing, check box. If taxes due list them.
15. The amount of any lien placed on the property (Or a verification of none due) including mortgages, judgements, mechanics and municipal liens, tax liens, bankruptcies, and domestic liens.
16. Easements and other conditions of record related to the property. Proof should be attached as an exhibit to this form, or listed as the book/page/date/parties to the document from the public records
17. Other rights or claims of parties not shown in public records should be noted as of the effective date.
18. County of the Recorder of Deeds and Clerks of Court for property location
19. Name and Signature of attorney/company and date document certified and signed

Record Owner and Lien Certificate (ROLC); Form M-950ROLCPurpose

This form acts as additional supporting documentation for form M-950D1 (Deed, Fee Simple) to be submitted with Form M-950ORT (Opinion of Record Title). It assists in title transfer by certifying the identity owner(s) and verifying that there are no outstanding liens on the property, such as unpaid taxes or mortgages.

Preparation

The form is to be completed by an entity (i.e. title company, title abstractor or attorney) to provide necessary documentation confirming ownership and liens before deeds are accepted for transfer. Complete the following information on the form:

1. Name, address, and phone number of the entity preparing the document
2. Effective date records were reviewed and form completed
3. Name of entity/person conveying deed to PennDOT (i.e. record owner)
4. Include a legal description of the property and/or attach the plan as an Exhibit to the document
5. Current Record Owner
6. Deed Reference number
7. Property Tax ID Number
8. ROW Parcel Number
9. List any Tax liens on the property (if none, list none)
10. Taxes paid as of the Effective Date (Or explanation if taxes not paid)
11. Enter any Mechanics and/or Municipal Claims (i.e. unpaid contractors, suppliers, local government claim for taxes, utilities etc.)
12. Enter all Mortgage(s) on the property
13. Provide Mortgage related instruments (i.e. other mortgages, deed of trust, promissory note etc)
14. Provide Bankruptcy information (if none list none)
15. Provide Judgement information (if none list none)
16. Provide Financing statements (any lender secured interest attached to the property, i.e. solar panels, hvac etc.) If none, list none
21. List any other rights or claims of Other parties not shown in public records should be noted as of the effective date.
17. List any other Domestic Liens
18. Provide any physical issues related to the property in form of Encroachment, Overlaps, Boundary Line Disputes, and any other matters which would be disclosed by an accurate survey and inspection of the premises
19. Provide any information related to unrecorded interests, or adverse positions in Rights or claims of parties in possession not shown by the public records
20. Signature of the entity and person completing the document and date completed