

# Specifications

The following specifications are minimum acceptable requirements for the services needed.

The primary work to establish documentation of marketable title will be performed by the Contractor(s). Each WisDOT regional office will specify on a project-by-project basis which services below will be required and the expected timeline for delivery.

**ITEMS below must be delivered electronically to WisDOT in PDF format at 300 dpi or greater resolution, preferably to WisDOT's secure FTP site or to the Contractor's secure FTP site.** The Contractor is advised to contact the individual WisDOT region office for specific FTP upload instructions after the contract has been awarded. Non-FTP delivery methods may be acceptable if approved by the WisDOT region requesting the title information.

PDF files must be compatible with Adobe Acrobat version 8 and must use the following file-naming format: **TaxID\_OwnerLastName\_WisDOTProjectID\_TitleCompanyFileNumber.**

PDF files with searchable text (Optical Character Recognition) are appreciated, but not required.

## TITLE SEARCH REPORT

The Contractor will provide WisDOT with an electronic copy of a Title Search Report. All searches shall reference the Project Identification number and parcel number if provided by WisDOT. Searches shall be compiled in numerical sequential order by WisDOT's parcel number, if provided, or sequential order by south to north and west to east direction. **Searches shall go back to the year 1911** (the year Wisconsin's State Highway Commission was established) unless Contractor is instructed otherwise by WisDOT. All searches shall include the following:

- a. Summary page listing all items in **b** through **n** below.
- b. Names and addresses of all current owners of record, including mailing address and property address.
- c. A complete copy of the conveyance instruments (deed, land contract, etc.) that convey title to the current owner(s) of record. If the conveyance's legal description (including any exceptions contained in the description) contains references to another recorded instrument or recorded map/plat (subdivision plats, certified survey maps, etc.), including corrective instruments associated with a plat (affidavit of correction, vacation orders), a complete copy of the same shall also be included.
- d. Copy of Tax Map, if available.
- e. Full search of title is required on only that land that WisDOT identifies. All other contiguous ownership shall be shown with tax maps and descriptions. Assessed values and acreage amounts shall be listed in either case.
- f. Complete description of all land in the conveyance quoted, which includes the parcel searched, with recording data (including volume, page, document number and tax key number).
- g. Complete copies of all valid easements of record such as utilities, conveyance of rights in land, easement assignments, secondary highways and dedications, including maps, plats, subdivision plats, certified survey maps, plats of survey, etc., and other recorded documents referenced in each document.
- h. Complete copies of all access restriction documents.
- i. Copies of pertinent pages (first page, legal description, signature page) of all active mortgages, judgments, and liens, including delinquent real estate taxes, state and federal tax liens. This includes reporting of financing statements (UCCs).
- j. Complete copies of all prior easement releases.
- k. A list of any deed restrictions referencing closure for contaminated sites.
- l. A copy of the latest municipal page or real estate tax statement from the county treasurer's office.
- m. Complete copies of all utility conveyance of rights in lands of record within the adjacent existing highway right of way.
- n. Complete copies of all prior Awards of Damages.

## **TITLE SEARCH REPORT WITH COMPLETE COPIES OF MORTGAGES**

The Contractor will provide WisDOT with an electronic copy of a Title Search Report. All searches shall reference the Project Identification number and parcel number if provided by WisDOT. Searches shall be compiled in numerical sequential order by WisDOT's parcel number, if provided, or sequential order by south to north and west to east direction. **Searches shall go back to the year 1911** (the year Wisconsin's State Highway Commission was established) unless Contractor is instructed otherwise by WisDOT. All searches shall include the following:

- a. Summary page listing all items in **b** through **n** below.
- b. Names and addresses of all current owners of record, including mailing address and property address.
- c. A complete copy of the conveyance instruments (deed, land contract, etc.) that convey title to the current owner(s) of record. If the conveyance's legal description (including any exceptions contained in the description) contains references to another recorded instrument or recorded map/plat (subdivision plats, certified survey maps, etc.), including corrective instruments associated with a plat (affidavit of correction, vacation orders), a complete copy of the same shall also be included.
- d. Copy of Tax Map, if available.
- e. Full search of title is required on only that land that WisDOT identifies. All other contiguous ownership shall be shown with tax maps and descriptions. Assessed values and acreage amounts shall be listed in either case.
- f. Complete description of all land in the conveyance quoted, which includes the parcel searched, with recording data (including volume, page, document number and tax key number).
- g. Complete copies of all valid easements of record such as utilities, conveyance of rights in land, easement assignments, secondary highways and dedications, including maps, plats, subdivision plats, certified survey maps, plats of survey, etc., and other recorded documents referenced in each document.
- h. Complete copies of all access restriction documents.
- i. Complete copies of all active mortgages, judgments, and liens, including delinquent real estate taxes, state and federal tax liens. This includes reporting of financing statements (UCCs)
- j. Complete copies of all prior easement releases.
- k. A list of any deed restrictions referencing closure for contaminated sites.
- l. A copy of the latest municipal page or real estate tax statement from the county treasurer's office.
- m. Complete copies of all utility conveyance of rights in lands of record within the adjacent existing highway right of way.
- n. Complete copies of all prior Awards of Damages.

### **UPDATED TITLE SEARCH REPORT (Updating YOUR Company's Title Work)**

The Contractor will provide WisDOT with an electronic copy of the updated searches, indicating for each parcel the changes that have occurred from the original title search report, title search commitment, or previous update. All updates shall reference WisDOT's Project Identification number and parcel number. Updates shall list any changes in ownership that have occurred since the original search or previous update, as well as any new utility easements, conveyance of rights in land and easement assignments, mortgages, satisfactions, judgments, and liens, including delinquent real estate taxes, state and federal tax liens, bankruptcy notifications, and special assessments (including unpaid, current, and future if known). Updates shall include complete copies of all access restriction documents, as well as complete copies of all prior easement releases and all prior mortgage releases. Updates shall include a copy of the most recent tax statement(s), and complete copies of all utility easements, conveyance of rights in land and easement assignments, conveyances, maps, mortgages, liens, etc. that are identified in the updated search.

### **UPDATED TITLE SEARCH REPORT (Updating ANOTHER Company's Title Work)**

The Contractor will provide WisDOT with an electronic copy of the updated searches, indicating for each parcel the changes that have occurred from the original title search report, title search commitment, or previous update. All updates shall reference WisDOT's Project Identification number and parcel number. Updates shall list any changes in ownership that have occurred since the original search or previous update, as well as any new utility easements, conveyance of rights in land and easement assignments, mortgages, satisfactions, judgments, and liens, including delinquent real estate taxes, state and federal tax liens, bankruptcy notifications, and special assessments (including unpaid, current, and future if known). Updates shall include complete copies of all access restriction documents, as well as complete copies of all prior easement releases and all prior mortgage releases. Updates shall include a copy of the most recent tax statement(s), and complete copies of all utility easements, conveyance of rights in land and easement assignments, conveyances, maps, mortgages, liens, etc. that are identified in the updated search.

## LETTER REPORT

The Contractor will provide WisDOT with an electronic copy of a Letter Report. All reports shall reference WisDOT's Project Identification number and parcel number if provided by WisDOT. Reports shall be compiled in numerical sequential order by WisDOT's parcel number, if provided, or sequential order by south to north and west to east direction. All reports will include the following:

- a. Summary page listing all items in **b** through **h** below.
- b. Names and addresses of all current owners of record, including mailing address and property address.
- c. Complete copies of the conveyance instruments (deed, land contract, etc.) that convey title to the current owner(s) of record. If the conveyance's legal description (including any exceptions contained in the description) contains references to another recorded instrument or recorded map/plat (subdivision plats, certified survey maps, plats of survey, etc.), including corrective instruments associated with a plat (affidavit of correction, vacation orders), a complete copy of the same shall also be included.
- d. Copy of tax map, if available.
- e. Complete description of all land in the conveyance quoted, which includes the parcel searched, with recording data (including volume, page, document number and tax key number).
- f. Copies of pertinent pages (first page, legal description, signature page) of all active mortgages, judgments, and liens, including delinquent real estate taxes, state and federal tax liens, bankruptcy notifications. This includes reporting of financing statements (UCCs).
- g. A copy of the latest Municipal page or Real Estate Tax statement from the Treasurer's Office.
- h. Complete copies of all valid easements of record such as utilities, conveyance of rights in land, easement assignments, secondary highways and dedications, access restrictions, property covenants.

## **LETTER REPORT WITH COMPLETE COPIES OF MORTGAGES**

The Contractor will provide WisDOT with an electronic copy of a Letter Report. All reports shall reference WisDOT's Project Identification number and parcel number if provided by WisDOT. Reports shall be compiled in numerical sequential order by WisDOT's parcel number, if provided, or sequential order by south to north and west to east direction. All reports will include the following:

- a. Summary page listing all items in **b** through **h** below.
- b. Names and addresses of all current owners of record, including mailing address and property address.
- c. Complete copies of the conveyance instruments (deed, land contract, etc.) that convey title to the current owner(s) of record. If the conveyance's legal description (including any exceptions contained in the description) contains references to another recorded instrument or recorded map/plat (subdivision plats, certified survey maps, plats of survey, etc.), including corrective instruments associated with a plat (affidavit of correction, vacation orders), a complete copy of the same shall also be included.
- d. Copy of tax map, if available.
- e. Complete description of all land in the conveyance quoted, which includes the parcel searched, with recording data (including volume, page, document number and tax key number).
- f. Complete copies of all active mortgages, judgments, and liens, including delinquent real estate taxes, state and federal tax liens, bankruptcy notifications. This includes reporting of financing statements (UCCs).
- g. A copy of the latest Municipal page or Real Estate Tax statement from the Treasurer's Office.
- h. Complete copies of all valid easements of record such as utilities, conveyance of rights in land, easement assignments, secondary highways and dedications, access restrictions, property covenants.

## **OWNERSHIP REPORT**

The Contractor will provide WisDOT with an electronic copy of an Ownership Report. All reports shall reference WisDOT's Project Identification number, and will include the following:

- a. Names and addresses of all present owners, including mailing address and property address.
- b. Tax maps of all properties abutting the specified highway(s), including complete corresponding Tax ID #'s. This data shall be compiled in sequential order in south to north and west to east direction.

## **OWNERSHIP REPORT PLUS EASEMENTS**

The Contractor will provide WisDOT with an electronic copy of an Ownership Report. All reports shall reference WisDOT's Project Identification number, and will include the following:

- a. Names and addresses of all present owners, including mailing address and property address.
- b. Tax maps of all properties abutting the specified highway(s), including complete corresponding Tax ID #'s. This data shall be compiled in sequential order in south to north and west to east direction.
- c. Complete copies of all valid easements of record such as utilities, conveyance of rights in land, easement assignments, secondary highways and dedications.

## **PROPERTY LAYOUT MAP**

The Contractor will provide WisDOT with an electronic copy of a Property Layout Map for all properties abutting the specified highway(s). The map must include a corresponding property owner name, complete Tax I.D. number, title search number (if Contractor uses them), and joint ownership crossties for all adjoining properties under the same ownership as the subject parcel. All maps shall reference WisDOT's Project Identification number. This data shall be compiled in sequential order in south to north and west to east direction.

## **RAILROAD TITLE SEARCH**

WisDOT Region office will define their needs at the time a railroad search is needed. Pricing will be negotiated at the time of the individual work order for this item.

### **ADDITIONAL BILLABLE ITEMS**

Miscellaneous materials and services that the WisDOT region will identify as needed (e.g., recording a document with the Register of Deeds, ordering a special assessment letter from a municipality). Fees charged by the Register of Deeds or a municipality shall be reimbursed by WisDOT for actual costs by evidence of a receipt from the supplier, attached to Contractor's invoice.

### **INFORMATION PROVIDED BY REGION OFFICES WHEN TITLE ORDER IS PLACED**

All WisDOT region offices will provide the tax parcel numbers and the county (or counties if project spans more than one county). Some region offices may also provide a GIS map from the county's website.

### **CONTRACTED WORK**

The decision to contract with a specific contractor will be at the discretion of WisDOT on a project-by-project basis.