



A Division of Ohio Bar Title Insurance Company  
A First American Company

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**ATTORNEY'S PRELIMINARY CERTIFICATE AND REPORT ON TITLE**

**\*\* COMPLETE ENTIRE FORM / PLEASE DO NOT LEAVE ANY QUESTIONS BLANK \*\***

FROM APPROVED ATTORNEY: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_ TIME NEEDED: \_\_\_\_\_

**CHECK THOSE THAT APPLY:**

- Purchase     Refinance (If Applicable, List Prior File Number: \_\_\_\_\_)
- Construction / Improvements
- Residential     Commercial
- Owner Occupied     Tenant Occupied
- Modular Home     Mobile Home
- PHFA     VA     FHA     Fannie Mae     Rural Housing Service (RHS)

**COVERAGE REQUESTED:**

Owners: \$ \_\_\_\_\_ Lender: \$ \_\_\_\_\_

Owners Update / Policy Number: \_\_\_\_\_

Are there any special instructions?     Yes     No (If yes, list at No. 11 of this report.)

**APPLICATION OF BUYERS OR MORTGAGORS:**

\_\_\_\_\_  
\_\_\_\_\_

for a title insurance policy on the property described under Schedule A hereof insuring a (proposed) deed from:

\_\_\_\_\_  
\_\_\_\_\_

Sellers, in the amount of \$ \_\_\_\_\_ and mortgage by: \_\_\_\_\_

to \_\_\_\_\_

Lender, whose address is \_\_\_\_\_

in the amount of \$ \_\_\_\_\_.

**ENDORSEMENTS REQUESTED:**

None     300     100     8.1     710

900: If this coverage is requested you must provide a complete copy of all restrictions, covenants and conditions.

Other: \_\_\_\_\_

**MARKETABLE TITLE OF RECORD IS VESTED IN:**

*(Include names and marital status exactly as appears on instrument of record)*

\_\_\_\_\_

under deed from *(Include names and marital status exactly as appears on instrument of record):*

\_\_\_\_\_

dated \_\_\_\_\_ and recorded \_\_\_\_\_ in \_\_\_\_\_ Book No. \_\_\_\_\_, at Page No. \_\_\_\_\_,  
or at Instrument No. \_\_\_\_\_, in the records of \_\_\_\_\_ County, Pennsylvania.

**THE PROPERTY TO BE INSURED IS SUBJECT TO THE FOLLOWING:**

*(Indicate in each category: "None," "N/A," or "As Listed." Respond to each category and provide complete information where needed. Attach a separate sheet if necessary.)*

1. Rights or claims of tenants in possession, adverse claims, or equitable interests not shown by the public records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If property is tenant occupied, how many rental units? \_\_\_\_\_

2. Restrictive covenants and conditions, contained in the following deeds, copies of same being attached hereto:  
Note: If Endorsement 900 is requested, you must supply a full copy of all restrictions, covenants and conditions.  
*(List specific recording information)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the subject property a lot in a Subdivision?  Yes  No  
If yes, is the Subdivision shown on a recorded Plan?  Yes  No  
If yes, provide recording information: \_\_\_\_\_

3. Easements, rights of way and agreements, contained in the following instruments:  
*(List specific grantee and recording information)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Encroachments, overlaps, boundary line disputes and other matters which would be disclosed by an accurate survey and inspection of the premises:

*(For an additional charge and upon submission of an acceptable survey and/or certification, this exception will be deleted by Endorsement 300 for Loan Policy or Endorsement 301 for Owners Policy & the policy will set forth those matters, if any, affecting title.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4a. Is an actual survey of the subject property available?  Yes  No (If yes, please provide copy.)

5. Liability, if any, for mechanics' and materialmen's liens:

a. Has there been any construction or improvements on the subject property within the last six (6) months?

Yes  No

If yes, what was the nature of the construction/improvements?

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If yes, was a valid Mechanic's Lien Waiver filed?  Yes  No

If yes, did any construction commence prior to the filing?  Yes  No

b. If the insured mortgage is to be used for construction/improvements, please answer the following:

What is the nature of the construction?

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Will there be a valid Mechanic's Lien Waiver or Stipulations against Liens filed prior to the commencement of construction?  Yes  No

6. Taxes, water, sewer and other use charges and confirmed assessments (***Please list dates, not amounts!***):

NOTE: "D&P" = Due and Payable "NYDP" = Not Yet Due and Payable

a. Real Estate Taxes are paid as follows:

City/Township/Borough paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

County taxes paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

School taxes paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

b. Assessments for Use Charges are paid as follows (***Indicate N/A where applicable!***):

Water Charges are paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

Sewer Charges are paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

Refuse Charges are paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

Street Light is paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

Fire Hydrant is paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

Association/Maintenance Charges are paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

Other: \_\_\_\_\_ is paid through: \_\_\_\_\_;

Subject to the payment of: \_\_\_\_\_  D&P or  NYDP

**OR** Check if Applicable:  Well  Septic

7. Prospective Assessments (municipal improvements):

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8. Open Mortgages:

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*NOTE: If any mortgage listed is intended to be paid off at closing and secures a revolving line of credit, owner is required to obtain a statement from such lender (a) setting forth the exact amount of the payoff; (b) acknowledging that the lender has been notified of the pending settlement wherein its loan will be paid in full; and (c) acknowledging that it will make no further advances under the loan.*

9. Bankruptcies, judgments, corporate franchise taxes, and other State or Federal liens:

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10. Proof is required as to the prior and present marital status of the following persons together with complete information as to the deaths and divorces of prior spouses:

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11. Other encumbrances, liens, defects and objections to title, including any overdue Domestic Relations support obligations:

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12. If the county where the insured premises is located is designated as a Coal County by the Pennsylvania Department of Environmental Resources, the Coal Exception will appear on the Commitment and subsequent Policies. Refer to Title Alert 2004-02 located at [www.pennattorneys.com](http://www.pennattorneys.com) and also the Pennsylvania Department of Environmental Protection: <http://www.depweb.state.pa.us/inspector/cwp/view.asp?a=3&q=476171>

12a. Does the lender require language insuring over future surface operations?  Yes  No

12b. Is the subject property over 1-1/2 acres?  Yes  No

13. Other Matters:

a. Does the subject property abut a public road?  Yes  No

If no, does the record disclose access over a valid unencumbered recorded easement or right of way?

Yes  No

b. Is there a body of water flowing in, along or through the subject property?  Yes  No

If yes, identify the body of water as a:  Stream  Creek  River  Run  Lake

Other: \_\_\_\_\_

If yes, is the body of water navigable?  Yes  No

**SCHEDULE A / DESCRIPTION OF REAL ESTATE**

*(Type short description or attach a copy of the current deed of record.)*

ALL that certain tract of land lying and being in the \_\_\_\_\_ of \_\_\_\_\_,  
County of \_\_\_\_\_, State of Pennsylvania, being more particularly described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE COMPLETED:**

Tax Parcel Index No.: \_\_\_\_\_ County: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

The undersigned hereby certifies to the Ohio Bar Title Insurance Company, Penn Attorneys Division that in his/her opinion the within Preliminary Certificate and Report on Title correctly reflects the status of the property described in Schedule A hereof, such opinion being based upon an examination of an abstract prepared by:

\_\_\_\_\_

covering a period of **at least sixty years** of all public records affecting title to real estate or as deemed adequate under the Company's Limited Search Authorization. The undersigned further certifies that so far as is known to him/her there is no dispute among title insurance companies or attorneys of the local bar as to the validity of the title of the real estate covered by this report and that the title is in no way dependent upon the sale of the property for delinquent taxes or assessments.

This title is certified down to:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approved Attorney: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

\_\_\_\_\_  
Approved Attorney / Original Signature

\_\_\_\_\_  
Approved Attorney's Registered PIN Number  
(This number is a pre-authorized Personal Identification Number that can be used as Attorney's Electronic Signature.)