

Chapter 18 Titles Exhibits

The Exhibits included herein are intended for reference purposes. Some of the Exhibits have been reduced in size in order to include them in this manual.

[Exhibit 18.01 Title Assignment \(ADOT Form 60-3903\)](#)

[Exhibit 18.02 Recommendation for Disposal of Real Property \(ADOT Form 60-3311\)](#)

[Exhibit 18.03 R/W Title Report Form \(ADOT Form 60-3901\)](#)

[Exhibit 18.04 Field Title Inspection Report Form \(ADOT Form 60-5002\)](#)

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Exhibit 18.01 - Title Assignment (ADOT Form 60-3903)

**ARIZONA DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY TITLES SECTION
TITLE ASSIGNMENT**

Project: _____ **Section:** _____ **County:** _____

Fed Id No: _____ **Highway:** _____

Parcel: _____

Assigned to: _____
Date: _____

- For:**
- | | | | | |
|--|--|---------------------------------------|---|--|
| <input type="checkbox"/> Vestings | <input type="checkbox"/> Title Co. Reports | <input type="checkbox"/> Amended T.R. | <input type="checkbox"/> Field Inspection | <input type="checkbox"/> Waive TI&E |
| <input type="checkbox"/> Own.Report | <input type="checkbox"/> Staff Title Reports | <input type="checkbox"/> ERW Report | <input type="checkbox"/> Disposal Report | <input type="checkbox"/> Tran Pk Rev |
| <input type="checkbox"/> T.C.E. Report | <input type="checkbox"/> Updated Reports | <input type="checkbox"/> Verify ERW | <input type="checkbox"/> Special Project | <input type="checkbox"/> TI Policy Apr |

The following is furnished for your use in performing this assignment:

- T.D.R.
 Assessor Map
 Tax Roll
 Parcel List
 Title Report
 Vicinity Map
 R/W Plans
 Design Plans
 Documents
 E-mail

Requested by: _____

Special instructions: _____

This assignment is to be completed on or before: _____

THE SPACE BELOW IS TO BE COMPLETED BY EXAMINER
Indicate type of report(s) and number of items, owners or reports

TO REVIEWER:

The following is submitted pursuant to this assignment:

_____ VESTINGS _____ Title Co. Reports _____ Amended T.R. _____ Field Inspection
_____ O.R. Parcels _____ Staff Title Reports _____ E/R/W Items _____ Disposal Report
_____ T.C.E. Reports _____ Updated Reports _____ Waive T.I. & E. _____ Special Project

Remarks: _____

_____ Signature of Examiner _____ Date _____ Approved _____ Date

Reviewer's Remarks: _____

TRANSMITTED TO:
ASSIGNMT.doc

Exhibit 18.02 - Recommendation for Disposal of Real Property ADOT 60-3311 (2 Pages)

ARIZONA DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY GROUP
RECOMMENDATION FOR DISPOSAL OF REAL PROPERTY

TO: _____
DEPUTY STATE ENGINEER

FROM: _____
 MAINTENANCE DISTRICT ENGINEER
 CONSTRUCTION DISTRICT ENGINEER
 DISTRICT ENGINEER

FOR: RIGHT OF WAY GROUP

DISTRICT: _____

R/W PROJECT NO: CONSTRUCTION NO:	HIGHWAY	DISPOSAL ACTION TO BE TAKEN: <input type="checkbox"/> ABANDON <input type="checkbox"/> SALE <input type="checkbox"/> EXTINGUISH/RELINQUISH ESMT	
TRACS NO:	SECTION	MILE POST OR STATION	
ROUTE NO: OLD:	COUNTY		
CURRENT:	SECTION	TOWNSHIP	RANGE
THE FOLLOWING ARE SUBMITTED IN SUPPORT OF THIS REQUEST:			
A. <input type="checkbox"/> A memorandum stating and supporting the reason for the request. B. <input type="checkbox"/> Description, mile post designation, legal description or engineers station. C. <input type="checkbox"/> A map or plat of the described area. D. <input type="checkbox"/> A statement to <input type="checkbox"/> the receiving agency or political subdivision, from <input type="checkbox"/>			
		SIGNATURE DISTRICT ENGINEER	DATE
REVIEW PROCESSING SIGN IN THE APPROPRIATE COLUMN ATTACH MEMO IF NOT "RECOMMENDED"			
REVIEWED BY	RECOMMENDED	NOT RECOMMENDED	DATE
DEPUTY STATE ENGINEER			
UTILITIES SECTION	Irrigation Language * YES <input type="checkbox"/>	Irrigation Language * NO <input type="checkbox"/>	
<input type="checkbox"/> STATEWIDE OR <input type="checkbox"/> VALLEY PROJECT MGMT.			
RIGHT OF WAY PLANS MANAGER			
RIGHT OF WAY PROJECT MANAGEMENT MANAGER			
RIGHT OF WAY PROJECT MANAGEMENT MANAGER-ROADSIDE			
DEVELOPMENT SECTION			
ASST. STATE ENGINEER ROADWAY GROUP			
ASST. STATE ENGINEER MAINTENANCE GROUP			
ASST. STATE ENGINEER MATERIALS GROUP			
MANAGER TRANSPORTATION PRIORITY PROG. BRANCH			

* For Irrigation Language, if applicable, see 2nd page of this form.

INSTRUCTIONS: This form is to be used to initiate disposal proceedings of all real property no longer required by the Arizona Department of Transportation. It is to be initiated by the appropriate District Engineer, and must bear his signature. All supporting data must accompany the form to ensure complete and rapid processing.

DISPOSAL # _____

RIGHT OF WAY SECTION		
Irrigation Language if applicable:	<i>If Irrigation District water is to be supplied to the within described property, all costs of extending service to this property shall be at the sole expense of the Grantee herein. (Language to be added to conveying document)</i>	
Federal Aid Participation		
a. participating in RIW acquisition YES <input type="checkbox"/> NO <input type="checkbox"/>		
b. participating in construction YES <input type="checkbox"/> NO <input type="checkbox"/>		

DISPOSITION: _____
Who is to receive jurisdiction? _____

FHWA CONCURRENCE REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
DATE SUBMITTED _____	_____ DATE _____
CONCURRENCE RECEIVED: YES <input type="checkbox"/> NO <input type="checkbox"/>	CHIEF RIGHT OF WAY AGENT _____

BOARD APPROVAL YES <input type="checkbox"/> NO <input type="checkbox"/>	RESOLUTION NUMBER	DATE DAY _____ MONTH _____ YEAR _____		
RESOLUTION RECORDING INFORMATION	DOCKET / DOCUMENT	PAGE	COUNTY	DATE

NOTIFICATION

DISTRICT ENGINEER	ABUTTING OWNER	POL. SUB.		
RW PLANS	TRANSPORTATION PLANNING	TRAFFIC ENGINEERING	OTHER	

INSTRUCTIONS: This form is to be used to initiate disposal proceedings of all real property no longer required by the Arizona Department of Transportation. It is to be initiated by appropriate District Engineer, and must bear his signature. All supporting data must accompany the form to ensure complete and repaid processing.

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Exhibit 18.03 - R/W Title Report Form (ADOT Form 60-3901)

**ARIZONA DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY GROUP
RIGHT OF WAY TITLE REPORT**

The undersigned has examined the title to the property described in SCHEDULE A-1 and the record owner is:

Address:

By virtue of that certain: SEE ATTACHED FOR CHAIN OF TITLE

Upon compliance with REQUIREMENTS herein, satisfactory title will vest in the State of Arizona subject to encumbrances set forth in SCHEDULE B.

SCHEDULE A-1

SEE ATTACHED FOR SCHEDULE A-1

Contiguous Property: None: See Schedule A-2: Not Searched: Not Applicable:

Encumbrances and Requirements are not included for property in Schedule A-2.

REMARKS:

Date of Search:

Examiner:

Reviewer:

Update to:

Examiner:

Reviewer:

Update to:

Examiner:

Reviewer:

Tax Assr No:

Tracs #:

Section:

County:

Highway:

ADOT Parcel:

Federal Proj #:

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Exhibit 18.04 – Field Title Inspection Report Form (ADOT Form 60-5002)

ARIZONA DEPARTMENT OF TRANSPORTATION
 RW TITLES SECTION
 FIELD INSPECTION REPORT
 FOR TITLES USE ONLY

DATE OF INTERVIEW OR INSPECTION _____

PARTY INTERVIEWED _____

ADDRESS & PHONE _____

FIELD INSPECTION CHECK LIST: MAKE BRIEF EXPLANATION BELOW AND SET FORTH ON TITLE REPORT IN APPROPRIATE MANNER.

NO	YES	
<input type="checkbox"/>	<input type="checkbox"/>	A-1 (Overlap, Hiatus, Encroachment)
<input type="checkbox"/>	<input type="checkbox"/>	Unrecorded Property Line or Party Wall Agreement
<input type="checkbox"/>	<input type="checkbox"/>	A-2 (Not shown by public records)
<input type="checkbox"/>	<input type="checkbox"/>	Unrecorded Easements (Set forth in Sch. B of Title Report)
<input type="checkbox"/>	<input type="checkbox"/>	Easements in Sch. B with no facility in place (if yes make Req.)
<input type="checkbox"/>	<input type="checkbox"/>	Unpatented Mining Claims (if yeas make separate Title Report)
<input type="checkbox"/>	<input type="checkbox"/>	Tenant without Lease (No action necessary)
<input type="checkbox"/>	<input type="checkbox"/>	Unrecorded Lease (Get copy and make Req.)
<input type="checkbox"/>	<input type="checkbox"/>	Pending Sale (if yes, get all information available)
<input type="checkbox"/>	<input type="checkbox"/>	Marital Status (if needed for any party in Req.)
<input type="checkbox"/>	<input type="checkbox"/>	Deceased, minor or other Incompetent Owner (Make Requirements)
<input type="checkbox"/>	<input type="checkbox"/>	Special Requests by Owner (Add as Special Information to Title Report)

EXAMINER _____ ASSESSORS ARB. NO. _____

PROJECT _____ TITLE ARB. NO. _____

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Exhibit 18.05 – Waiver of Title Insurance & Escrow



Infrastructure Delivery and Operations

WAIVER OF TITLE INSURANCE & ESCROW

MEMORANDUM

TO: Manager, Acquisitions Manager
Agent, R/W Acquisitions Section

FROM: Manager, Titles Manager
R/W Titles Section

DATE:

RE: Waiver of Title Insurance & Escrow
Project:
Section:
Parcel:

The ADOT R/W Acquisitions Section has requested waiver of title insurance and escrow in the amount of \$_____ for this acquisition parcel.

All title matters have been sufficiently cleared to vest satisfactory title in the State; therefore, it is recommended that escrow and title insurance be waived.

R/W Titles Section Manager

ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Phoenix, AZ 85007 | azdot.gov

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Exhibit 18.06 - Parties Defendant List (ADOT Form 60-4304)

PARTIES DEFENDANT

DATE:

PROJECT:

HIGHWAY:

SECTION:

COUNTY:

PARCEL:

NAME:

ADDRESS:

INTEREST:

NAME:

ADDRESS:

INTEREST:

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Exhibit 18.07 - Condemnation Check Sheet

**ARIZONA DEPARTMENT OF TRANSPORTATION
R/W TITLES SECTION (CONDEMNATION)
CONDEMNATION CHECK SHEET**

Parcel No.	
Owner	
Highway	
Section	
Project No. Old	
Project No. New	
Approval to Condemn Date	

Condemnation Report	
Appraisal	
Resolution	
Description - Exhibit "A"	
Strip Map - Exhibit "B"	
Exhibit "C"	
Defendants List - Exhibit "D"	

- | | | | | | |
|-------------------|--------------------------|-----|--------------------------|----|--------------------------------|
| Easements | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| Title Report | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| Hazardous Waste | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| Phase I Report | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> N / A |
| Phase II Report | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| Phase III Report | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| Posting of Notice | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |

Lead R/W Agent:	Phone #
Comments:	

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Exhibit 18.08 - Condemnation Record (ADOT Form 60-8905)

**ARIZONA DEPARTMENT OF TRANSPORTATION
R/W SECTION
TRANSACTION REPORT**

DATE: _____
 PROJECT: _____
 HIGHWAY: _____
 SECTION: _____
 PARCEL: _____
 PAYEE: _____
 INSTRUMENT: _____
 DESCRIPTION: _____
 AREA: _____

SETTLEMENT DATA

ACQUISITION		RELOCATION		CONDEMNATION	
Land	\$ _____	Moving Expenses	\$ _____	Trial	_____
Improvements	_____	___ Actual		W/O Trial	_____
Damages	_____	___ Schedule			
Leasehold Int.	_____	___ Negotiated			
Less Salvage	_____	___ In Lieu Of		Land	_____
	_____	Rental Supplement	_____	Improvements	_____
	_____	Replacement Housing	_____	Severance	_____
	_____	Mortgage Int. Diff.	_____		
Sub-Total	_____	Incidental Expense	_____		
Closing Cost	_____	Site Search	_____		
		Tenant to Purchase	_____		

TOTAL	\$ _____	TOTAL	\$ _____	TOTAL	\$ _____

APPRAISAL DATA (S) Staff (F) Fee _____ **CHAIN OF TITLE** _____

REMARKS

RIGHT OF WAY REPORT # _____ **PAGE** _____

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Exhibit 18.09 - Transaction Report Form (ADOT Form 60-2310)

**ARIZONA DEPARTMENT OF TRANSPORTATION
R/W SECTION
TRANSACTION REPORT**

DATE: _____
 PROJECT: _____
 HIGHWAY: _____
 SECTION: _____
 PARCEL: _____
 PAYEE: _____
 INSTRUMENT: _____
 DESCRIPTION: _____
 AREA: _____

SETTLEMENT DATA

ACQUISITION		RELOCATION		CONDEMNATION	
Land	\$ _____	Moving Expenses	\$ _____	Trial	_____
Improvements	_____	___ Actual		W/O Trial	_____
Damages	_____	___ Schedule			
Leasehold Int.	_____	___ Negotiated			
Less Salvage	_____	___ In Lieu Of		Land	_____
	_____	Rental Supplement	_____	Improvements	_____
	_____	Replacement Housing	_____	Severance	_____
	_____	Mortgage Int. Diff.	_____		
Sub-Total	_____	Incidental Expense	_____		
Closing Cost	_____	Site Search	_____		
		Tenant to Purchase	_____		

TOTAL	\$ _____	TOTAL	\$ _____	TOTAL	\$ _____

APPRAISAL DATA (S) Staff (F) Fee _____ **CHAIN OF TITLE** _____

REMARKS

RIGHT OF WAY REPORT # _____ **PAGE** _____

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Exhibit 18.10 - County Assessor Notice, Letter

Most Current and Approved Letterhead

Re: Owner:
Tax No.:
Legal No.:
Parcel No.:

Dear Assessor:

Arizona Revised Statutes, Section 12-1123(D), reads:

"If an order is made letting plaintiff into possession prior to the recording of the final order of condemnation, the plaintiff shall record the order in the office of the county recorder of county or counties in which the property is located and upon the recording so much of the defendant's property as is affected by the order shall immediately be granted tax exempt status for future tax rolls and any unpaid property taxes which have been levied, including penalties and interest, on the property shall be paid to the county treasurer in the county in which the property is located pursuant to § 12-1116".

We hereby notify you that said Order affecting the property described in the attached Exhibit "A" was duly recorded in _____ on _____.

Sincerely,

_____, R/W Agent
R/W Titles Section

Attachment

cc:

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Exhibit 18.11 - Payment Notification Memo (ADOT Form 60-6308)

**ARIZONA DEPARTMENT OF TRANSPORTATION
R/W TITLES SECTION
PAYMENT NOTIFICATION**

TO: ATTORNEY GENERAL
Legal Division

FROM: _____, R/W Agent
R/W Titles Section

RE: STATE VS _____

Project: _____
Parcel: _____
Cause: _____
Legal: _____

Warrant No. _____ in the amount of \$ _____ was issued to _____
by the R/W Operations Section on _____ for:

- Settlement of Judgment
- Cash Bond Deposit
- Surety Bond Premium
- Additional Interest Paid
- Inverse Condemnation - (no bond required)

Will you please secure from the court:

- Final Order of Condemnation
- Release of Cash Deposit
- Release of Surety Bond

This information must be made a part of the files of the R/W Group.

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Exhibit 18.12 - (Condemnation Transmittal Memo)

ARIZONA DEPARTMENT OF TRANSPORTATION

OFFICE MEMO

TO: _____, Chief Counsel
_____, Special Assistant
Attorney General's Office

FROM: _____, RW Agent
RW Titles Section

RE: Project:
Highway:
Section:
Parcel:
Owner:

Date Received:
Date to A.G.:
Priority:

Attached is the condemnation package for the above referenced parcel, which we would appreciate your preparing for litigation.

cc:

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