**TOEPP POLICY CHECKLIST**

RECEIVED/COMPLETED (there should be a copy of each item in the file) DATE

*In addition to the usual title evidence required for issuance of an Owner’s Policy, the following is required, with copies of each in file, if applicable:*

\_\_\_\_ Certificate of Occupancy and Municipal Violations Search – review to

ensure the property matches the survey \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\*Other searches may be advisable, depending on the property and its

location, including: Street Report, Zoning Search, Housing & Building, Fire & Sewer,

Emergency Repair

\_\_\_\_ Tax search showing property is assessed as improved 1-4 Family or

condominium unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Named insured is a natural person or trustee of a living trust – not a

Commercial or legal organization or entity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Up to date survey with verification that improvements are within record

lines and setbacks, no encroachments of improvements or rights of ways or

easements belonging to other property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\*An older survey can only be used with an inspection that shows there are

no changes to the improvements and/or property lines.

\_\_\_\_ Improvements on the Cert. of Occupancy match the improvements shown

on survey \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Survey shows actual vehicular and pedestrian access to public road \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Transaction is arms’ length and for full value (no short sale or foreclosures) \_\_\_\_\_\_\_\_\_\_\_\_\_