



Work Type Definition: Title Services

I. Minimum requirements:

The work being completed to be under the direct supervision of a Minnesota licensed Attorney or Abstractor.

II. Description

Title Services include:

A. Preparation of Title Opinions for the tracts of land identified on maps provided by the county, with title opinions.

a. Based upon at least a 40-year search of county records.

B. The updating or continuation of existing (provided) title opinions.

C. Securing and recording of instruments of conveyance by first updating or continuing affected existing title opinions and walking the executed instruments through the recording process in the county courthouse.

Closing services Include:

1. Collection and/or preparation of all documents necessary to effectuate and consummate a real property closing.
2. Coordinate with the grantor and grantee as necessary to complete the transaction.
3. When applicable, setup and monitor escrow accounts.

I. Standards and specifications

Standards and specifications required for a project under this work type may include the following:

A. Compliance with the Minnesota Title Standards

B. For transportation project, in accordance with the format and instructions supplied by Hennepin County.

C. Compliance with Minnesota laws, statutes and rules & regulations. This includes but is not limited to Minnesota Statutes, Chapters 82 and 507, where applicable, including any amendments thereto. This section is specific to real property transactions either of residential or commercial or both.

**Work Type Definition:
Title Services**

- D. For transportation projects, in accordance with the format and instructions supplied by Hennepin County.

II. Provided by Hennepin County

Information to be supplied by Hennepin County for a project may include the following:

- A. Title request map
- B. Existing title opinion (if available)
- C. Parcel file with executed instruments to record
- D. Format and instructions from Hennepin County
- E. Copy of a fully executed Purchase Agreement with any and all addenda, amendments and/or supplements when applicable.
- F. Available contact information for both grantor & grantee when available.
- G. Format and instructions.

III. Provided by consultant

Deliverables to be supplied by the consultant for a project may include the following:

- A. Title opinions (signed).
- B. Updated title opinions.
- C. Recorded acquisition instruments or an explanation indicating reasons/rationale relative to the instruments not being recorded.
- D. Conduct the closing.
- E. Provide a Settlement Statement (HUD-1) in accordance to RESPA.
- F. Handle and account for all monies thereof.
- G. Record / file real estate document with the County Recorder/ Registrar of Titles where applicable. Other recordings when applicable and as directed when probate or family court matters require such activity.