

Attachment A

Scope of Services

The Consultant will furnish Title Reports, Escrow Services, Updates and Other Services as requested by the County.

The Consultant will make a good faith effort to deliver Title Reports requested by the County within 30 (30) days following receipt of the request. The Consultant will provide the County with PDF copies of each Report to the person identified in the request. Each Report will include a copy of the vesting paragraph and will recite the exact title as it would appear on a grant deed or other valid instrument of title, followed by the date of recordation and the other recording data of the vesting deed. The Consultant reserves the right to add additional language to the vesting area as it deems necessary. The Report will use the standard ALTA or CLTA format and include, but not be limited to, the following:

- 1) A copy of the vesting deed;
- 2) Legal description of property;
- 3) All liens, encumbrances, easements and right of way record, which would purport to affect the condition of the title at the date of the guarantee or report;
- 4) Assessor's parcel number and valuation;
- 5) APN map with property marked; and
- 6) Names, interest and addresses of all parties of record.
- 7) Permanent hyperlinks embedded for any/all the requested documents listed in the report.

The Consultant will advise the County within three (3) days of receipt of the initial services request if the Consultant will be unable to deliver any of the requested Reports within the thirty (30) day period. Thereafter, if so requested by the County in writing, the Consultant will cease further work on the requested Reports.

The Consultant will provide services which facilitate a transfer of an interest in real property (Escrow Services) and in which documents and funds are delivered by the County to Consultant

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1 as an escrow holder, pursuant to specific escrow instructions from the County, which includes
2 providing California Land Title Association standard coverage title insurance policy(s) (current
3 form).

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