

**ILTA APPLICATION FOR TRACT INDEX INSPECTION FOR GENERAL OR
 TITLE PLANT CERTIFICATION PROGRAM INSPECTION FOR INITIAL INSPECTION**
 (This form is not for previously inspected plants unless a complete reinspection is requested by the applicant)

COMPANY: _____
 Mailing Address: _____
 City/State/Zip: _____
 Contract Person: _____
 Phone: _____
 Email: _____

PLEASE CHECK ALL THAT APPLY:

Type of inspection requested: 40 years _____ Government Entry _____
 Type of index (indicate all that are applicable): Book _____ Card _____ Computer _____ Other _____
 General Inspection _____ *Title Plant Certification Inspection _____ (member's only)
 *Enrollment in the certified title plant inspection program requires reinspection of the plant every 7 years.
 Certified plant owners receive a certified plant logo, certificate and designation on the ILTA website.

Date of Last Inspection (if applicable) _____

Iowa Land Title Association's Executive Director will retain a copy of this application for the Association's records. The applicant will be contacted by the title plant inspection chair to schedule the inspection. The applicant may:

1. consent to any of the panel members doing the inspection;
2. ask that an adjoining region's panel complete the inspection.

Two (2) members will be assigned to do your inspection. They will contact you to arrange an appointment for the inspection. Please plan on having staff available for approximately two (2) hours to assist with the inspection.

General Inspection or Title Plant Certification Program Inspection Fee for Members: \$300.00
AND
General Inspection Fee for Non-Members: \$600.00

Make checks payable to the Iowa Land Title Association and return to:
Jan Gemar, Executive Director
ILTA
P.O. Box 444
Carroll, IA 51401

The Iowa Land Title Association is attempting to gather information on title evidencing providers within the state. The following section of this application is **optional**. You are not required to complete it in order to have the tract index inspection done.

Do you carry Errors and Omission Insurance? Yes _____ No _____
 (If yes, Carrier _____ Amount of Coverage \$ _____
 Deductible \$ _____)

Do you keep copies of your abstracts? Yes _____ No _____

Is any portion of your tract index automated? Yes _____ No _____
 What type of program? _____

Do you maintain a General Index in your office? Yes _____ No _____
 Is it automated? Yes _____ No _____

If you do, please indicate which of the following information that it contains:
 Judgment Liens _____, Tax Liens _____, Probate _____,
 Guardianships/Conservatorships _____, Trusts _____, Dissolutions of Marriages _____,
 Affidavits _____, Death Records _____, Marriage Records _____,
 Articles of Incorporation _____, Trade Names _____, Power of Attorneys _____,
 Others _____

INSPECTOR'S WORKSHEET (to be completed by inspectors and sent to the ILTA office along with the application page):

Type of Document (fill in info)	Book/Page/Filing Date (fill in info)	Instrument No. (fill in info)	Document Found (check box)	Deficiency Found (check box)	Deficiency Resolved (check box)	Document Attached (check box)
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Deeds:

1) _____	_____	_____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____	_____	_____
7) _____	_____	_____	_____	_____	_____	_____
8) _____	_____	_____	_____	_____	_____	_____
9) _____	_____	_____	_____	_____	_____	_____
10) _____	_____	_____	_____	_____	_____	_____
11) _____	_____	_____	_____	_____	_____	_____

Easements:

1) _____	_____	_____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____	_____	_____
7) _____	_____	_____	_____	_____	_____	_____
8) _____	_____	_____	_____	_____	_____	_____
9) _____	_____	_____	_____	_____	_____	_____
10) _____	_____	_____	_____	_____	_____	_____
11) _____	_____	_____	_____	_____	_____	_____

Plats:

1) _____	_____	_____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____	_____	_____
7) _____	_____	_____	_____	_____	_____	_____

Mortgages:

1) _____	_____	_____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____	_____	_____
7) _____	_____	_____	_____	_____	_____	_____
8) _____	_____	_____	_____	_____	_____	_____

Miscellaneous: (mix of instruments including at least one from each category: affidavits, contracts, forfeiture of contracts and leases):

1) _____	_____	_____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____	_____	_____
7) _____	_____	_____	_____	_____	_____	_____

Is the tract index current to within 30 days? Yes ___ No ___

On _____, _____, we inspected _____ Company's tract indices in accordance with the guidelines of the Iowa Land Title Association and based upon that inspection and those guidelines we certify that said company has a complete tract index for the real estate records recorded in _____, Iowa or tract index for the real estate records recorded in _____, Iowa, for the last forty years.

_____, Inspector

_____, Inspector

On _____, _____, we inspected _____ Company's tract indices in accordance with the guidelines of the Iowa Land Title Association and based upon that inspection and those guidelines we certify that said company's tract indices are deficient as indicated above. (attach additional pages of explanation as needed)

_____, Inspector

_____, Inspector