

# RECORDATION CHECKLIST

FOR CDC

## TITLE

- Date
- Acreage and Legal Description
- Vested Owner
- Any & All Easements
- Liens
- Signature of Title Co. Representative
- Metes & Bounds Description

Post-it® Fax Note 7671		Date 3/9/11	# of pages 1
To: TAY WOOD		From: M. GATRICK	
Co./Dept.		Co.	
Phone #		Phone # 713-837-7160	
Fax # 281-910-8971		Fax #	

## FIRST PARAGRAPH

- Vested Owner or Owners and Title(s)
- Acreage
- Plat Name

## LANGUAGE

- Make Sure All Appropriate Paragraphs are on the face of the Plat
- Harris County Requirements (If Necessary)
- Montgomery, Fort Bend, Woodlands, or Friendswood, check language requirements
- Replat Paragraph (If Necessary) - Check for Correct One
- Private Street Paragraph (If Necessary)

## TESTIMONY

- Check for Correct Testimony - 'Witness My Hand' for Individuals, 'In Testimony' for Groups
- Check for Correct Group Name
- Name & Title of all Individuals Signing Plat
- Make Sure Date is Filled In
- Check for Common Seal, if none, remove statement
- Print Name & Title for all Signatures

## NOTARY

- All Signatures Must be Notarized
- Make Sure Date is Filled In
- Notary Print Name & Seal

## CERTIFICATES

- Surveyor - Check for Proper Rods & Ties, Seal & Signature
- Houston Planning Commission - Check Subdivision Name, Date and Commissioners Print Names & Titles
- Flood Control & Harris County Engineer (If Necessary)
- Harris County Commissioner's Court (If Necessary) - Check Commissioners Names
- County Clerk Paragraph - Check Dates & for Film Code, Not Vol. & Page

## MISCELLANEOUS

- Current Tax Certificates, Not Receipts - County, School, & MUD (If Necessary)
- All Required Release Letters & 101 Conditions
- Check for Proper Lien Subordination - Face of Plat or Separate Instrument
- 2000' Note - Letter from City Surveyor if Necessary
- Title Block - Correct Acreage & Legal
- Check Acreage Inside Plat After Cutback
- PAE Note (If Necessary)