

APPENDIX B: Closing Attorney Responsibilities Checklist

NCLWF Acquisition Program

As the Closing Attorney, you are responsible for the below items associated with the NC Land and Water Fund (NCLWF) grant. Please note that your representation includes both the Grant Recipient and the NCLWF. If you have any questions about these responsibilities, please contact the Grant Recipient Contract Administrator or the NCLWF Contract Administrator.

Title

- Familiarize yourself with **Appendix D Title Insurance Requirements**.
- Prepare preliminary title opinion and provide related documents, i.e. vesting deed, exceptions to title, etc.
- Prepare, obtain, and provide documents necessary to satisfy the Requirements of the title commitment.
- Request and review title insurance commitment binders.
- Ensure the removal of exceptions that do not impact the insured project area.
- When there are more than 10 exceptions or when an exception needs explanation, provide a memo to NCLWF.
- Update the title search and commitment date at the request of NCLWF.

Settlement Statement

- Familiarize yourself with **Appendix E Settlement Statement Requirements**
- Prepare settlement statement for all pending closings.

Survey

- Familiarize yourself with **Appendix F Survey and Boundary Marking Requirements**.
- Provide surveyor with information on legal access to the property and/or conservation agreement area, vesting deed, title commitment, and exceptions to title listed in the title commitment.
- Ensure that all boundary disputes and gaps within the conservation agreement area are resolved or will be resolved by closing.

Conservation Agreement

- Provide Grant Recipient Contract Administrator with the legal descriptions and exceptions needed for the conservation agreement.

Document Management

- Draft or obtain all other required documents, such as general warranty deeds, access easements and boundary line agreements.
- Provide plan for recording order for documents including but not limited to deeds, boundary line agreements, other conservation agreements or notice of grants, etc.
- Respond to requests for edits to documents.
- Record the final approved versions of documents once approval to close has been issued by NCLWF, completing blanks where appropriate.
- After recording, ensure indexing is correct for all documents at the County Register of Deeds.