Easement-Encumbrance Schedule Template

The following is required on an Easement Schedule which identifies matters from the title report.

1. Document Number (per County Clerk)
2. Type of Document (Easement, License, etc.)
3. Location of cross or conflict with proposed or existing PUE/ROW/DE/CoG Easement, etc.
4. Notes or additional information for reviewer.

The following is an example of how to list an item on the Easement-Encumbrance Schedule.:

Easement/Title Schedule			
Doc. # (Vol/Page)	Type (Easement, License, etc.)	Location of Cross or Conflict	Notes
2008085655	*Easement*	*@Whisper Creek Dr., Plat pg. 3 of 7, northwest of intersection w/ River Terrace Dr.*	*WW easement held by City of Georgetown.*

Total Number of Easements/Encumbrances: _____

Date of Title Report: _____[1]

[1] Title report must be less than 30 days old at time of submittal