

Backman Title Online Seller Net Calculator:

<https://backmantitle.com/seller-net-sheet/>

Is my condo FHA approved?

<https://entp.hud.gov/idapp/html/condlook.cfm>

Is my condo VA approved?

<https://vip.vba.va.gov/portal/VBAH/VBAHome/condopudsearch>

Utah HOA Registry:

<https://secure.utah.gov/hoa/index.html>

Utah Parcel Map (Favorite):

<http://parcels.utah.gov>

Utah Water Rights Map Search-(Zoom to Area, then click on parcels on right side):

<http://maps.waterrights.utah.gov/EsriMap/map.asp>

Utah Business Entity Search:

<https://secure.utah.gov/bes/>

Utah Department of Professional Licensing:

<http://www.dopl.utah.gov/>

Consumer Financial Protection Bureau Home Mortgage Disclosure Act Data:

<http://www.consumerfinance.gov/data-research/hmda/>

Freddie Mac Mortgage History:

<http://www.freddiemac.com/pmms/pmms30.htm>

Find upcoming classes at
www.backmantitle.com
& Backman Title's Facebook page



Corporate

Phone (801) 288-8818

Layton

Phone (801) 774-8818

Midvale

Phone (801) 263-1500

Provo

Phone (801) 224-9020

Bountiful

Phone (801) 295-7676

Salt Lake

Phone (801) 433-0506

Ogden

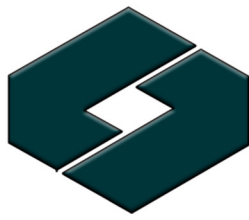
Phone (801) 475-6100

Lehi

Phone (385) 336-8390

St. George

Phone (435) 688-8808



Backman Title Services

www.backmantitle.com

Best Practices for Plats & Maps

For Subdivided Properties

1. Obtain dedicated plat
2. Review parcel and disclose plat notes (even on prior files)
3. Review ownership plat/tax plat
4. Review overhead map- County GIS or www.parcels.utah.gov
5. Google Maps & Street View

For City Survey/Lot-Block

1. Review city survey
2. Review ownership plat/tax plat
3. Review overhead map- County GIS or www.parcels.utah.gov
4. Google Maps & Street View

For Long Legal- Section/Township/Range

1. Review STR map
2. Review ownership plat/tax plat
3. Review overhead map- County GIS or www.parcels.utah.gov
4. Google Maps & Street View

What else?

1. Filed surveys from County
2. Prior/Side prior
3. Adjacent plats or surveys
4. City Maps/GIS-
5. County Maps/GIS-
6. State Maps/GIS-
7. Federal Maps/GIS-
8. Keep maps legible- Avoid print/Scan, Use snipping tool/PDF Printer or Save as PDF with Chrome

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Federal and State Maps

Utah Easy Section Township Range Map:

<http://files.geology.utah.gov/databases/umsh/map/m10000.html>

Utah Parcel Map: <https://parcels.utah.gov/>

Utah Water Rights Interactive:

<https://maps.waterrights.utah.gov/EsriMap/map.asp> (Click on “Parcels” on the right hand side.

FEMA Interactive Flood Map: <https://msc.fema.gov/portal/search>

FEMA Flood Map: <https://msc.fema.gov/portal/search>

Utah Quaternary Fault & Fold Map:

<https://geology.utah.gov/apps/qfaults/index.html>

Utah Liquefaction Potential Maps:

<https://geology.utah.gov/hazards/earthquakes-faults/liquefaction/>

Utah Geology Interactive Maps: <https://geology.utah.gov/apps/intgeomap/>

US Wetlands Data: Federal Wetlands Data:

<https://www.fws.gov/wetlands/Data/Mapper.html>

Utah Wetlands Data:

<https://geology.utah.gov/apps/wetlands/index.html?mview=map¢er=-111.68190,39.33122&scale=3000000&basemap=satellite&panels=collapseInfo>

Historic Maps from USGS: <https://ngmdb.usgs.gov/topoview/>

Utah Radon Hazard Maps: <https://geology.utah.gov/hazards/radon/>

UDOT Utah Unified Transportation Plan:

<http://www.utahunifiedplan.org/interactive-map/>

UDOT Current Project Map:

<http://uplan.maps.arcgis.com/apps/Viewer/index.html?appid=8465e972c4ae42e18cc775149f79edcf>

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County Interactive Maps:

Salt Lake County Interactive: <http://slco.org/assessor/new/query/intropage.cfm>

Davis County Interactive:

<https://webportal.daviscountyutah.gov/App/PropertySearch/esri/map>

Utah County Interactive: <https://maps.utahcounty.gov/ParcelMap/ParcelMap.html>

Weber County Interactive: <https://www3.co.weber.ut.us/gis/maps/gizmo2/index.html>

Box Elder County: <http://www.boxeldercounty.org/webmaps.htm>

Wasatch County: <https://www.wasatch.utah.gov/Maps>

Summit County: <http://www.co.summit.ut.us/234/Summit-County-GIS>

Tooele County (create free account): http://206.197.88.246/flexviewers/TC_Interactive/

Washington County: <http://geo.washco.utah.gov/Html5Viewer/?viewer=WashingtonCounty>

Cache County: <https://www.cachecounty.org/gis/map-viewers.html>

Iron County: <https://www.ironcounty.net/department/information-technology-service/gis/>

Rich County: <https://www.richcountyut.org/ownership-plats/> (Not interactive, but searchable)

Duchesne County:

<http://duchesnecounty.maps.arcgis.com/apps/webappviewer/index.html?id=90c3cc34ed1a47c79d2b4b508ee9e507>

Uintah County: http://co.uintah.ut.us/departments/a_-_e_departments/community_development/interactive_map/index.php

[e_departments/community_development/interactive_map/index.php](http://co.uintah.ut.us/departments/a_-_e_departments/community_development/interactive_map/index.php)

Carbon County: GIS: <http://maps.carbon.utah.gov/ccmobile/>:

Carbon County Subdivision Plats:

<https://www.carbon.utah.gov/Administration/Taxes/Documents>

Emery County:

http://emerycounty.com:90/geomoose2/geomoose.html?mapbook=./mapbooks/book_page_mapbook.xml

Emery County Subdivision Plats: <http://www.emerycounty.com/recorder/subdivisions>

Emery County Ownership Plats: http://www.emerycounty.com/recorder/needa_plat.htm

Grand County:

<http://grandcountyutah.maps.arcgis.com/apps/View/index.html?appid=87ff621436ab482ead11ae7380f5a6a9&extent=-109.6637,38.4941,-109.3753,38.6159>

Piute County:

<https://www.arcgis.com/home/webmap/viewer.html?webmap=36737fe09afa4926ae77115fd ef742d1&extent=-112.3644,38.1201,-112.1108,38.234>

Kane County: <https://kane.utah.gov/residents/county-maps/>

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Survey Maps Online:

Salt Lake County Surveyor GIS (FREE):

<https://slco.org/surveyor/apps/surveymonument/>

Utah County Surveyor GIS (FREE):

<https://maps.utahcounty.gov/PrivateSurveys/PrivateSurveys.html>

Weber County Surveyor GIS (FREE)

<http://www.webercountyutah.gov/Surveyor/Interactive/>

Davis County Survey Search (THROUGH REDIWEB) :

https://webportal.daviscountyutah.gov/App/portal#!/sign_in

Box Elder (FREE- Turn on Survey Layers) :

<https://gis.boxeldercounty.org/webmap/>

Cache County Surveyor (FREE):

<http://66.232.67.238/websites/surveyviewer/>

Summit County Surveyor (FREE, but not easy) :

<https://property.summitcounty.org/surveyor/eagleweb/docSearch.jsp>

Wasatch County Surveyor (FREE) :

<https://wasatch.maps.arcgis.com/apps/webappviewer/index.html?id=103db0251a5342f7bbd1462eb7a47440>

Uintah County Surveyor (Free, but not easy. Download PDF for Links on Left Side of Page) :

http://co.uintah.ut.us/departments/q_z_departments/surveyor/index.php

San Juan County: <https://sanjuancounty.org/?s=survey>

Tooele County: http://206.197.88.246/flexviewers/TC_Interactive/

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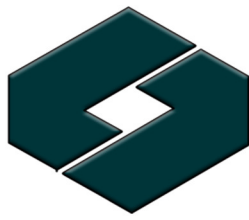
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Backman Title Services

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Agent Communication Checklist- Buyer

Clear communication is crucial for a successful settlement & closing experience.

Pre-Offer

- Pre-approved & pre-qualified buyer?
- Obtain property profile, dedicated plat, abstract & vesting deed copy from title

Approved Offer- Buyer due Diligence

- Identify buyer preference for title & settlement services
- Coordinate with Lender to order Title report
- Title commitment reviewed with buyer
- Request copies of CCR's, Bylaws and HOA information
- Verify the home or condo FHA or VA approved (if applicable)
- If the buyer is a family trust, provide trust copy or certification to title
- Partnership, LLC and Corporation may require Unanimous Consent
- Deliver of earnest money check
 - Payable to Backman Title Services (if applicable)
- Verify buyer names on contract match loan application
- Home warranty ordered (if applicable)
- Fully executed & complete contract shared
 - Agents, Title, Buyer, Seller, Lender
- Power of Attorney approved by lender & title (if applicable)

Approaching Settlement

- Commission Instructions sent to title
- Home warranty ordered (if applicable)
 - Invoice sent to title & buyer agent
- Fully executed & complete contract shared
 - Agents, Title, Buyer, Seller, Lender
- Invoices for repairs paid in closing sent to title
- Title advised of buyer special needs
 - Physical limitations, Time constraints, location constraints, et.
- Buyer has proper ID (Driver license, passport, et)
- Rent Rolls reviewed by buyer/lender (if applicable)
- Help buyer prepare to limit distractions.
 - Help parents anticipate their children's needs if they accompany parents to settlement
- How does the buyer want to hold title?
 - Add a spouse to title as a joint tenant?
 - Transfer property to family trust?
- Remember good funds- Help the buyer request wiring instructions prior to settlement
- Help buyer understand the settlement-funding-recording-closing sequence (aka, when their keys are available)
- Utility list given to buyer with instructions
- Utility changeover coordinated with seller

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Agent Communication Checklist- Seller

Clear communication is crucial for a successful settlement & closing experience.

Pre-Listing

- Obtain property profile, dedicated plat, abstract & vesting deed copy from title
 - Verify authority of the signers (Family Trust? LLC? Estate/Probate?)
 - Partnership, LLC and Corporation may require Unanimous Consent
- Provide/Prepare Seller Net Sheet

Listing & Offer Preparation

- | | |
|--|--|
| <input type="checkbox"/> Identify seller preference for title & settlement services | <input type="checkbox"/> Seller Contact information shared with Settlement agent |
| <input type="checkbox"/> Order Title report <ul style="list-style-type: none"> <input type="checkbox"/> Is the seller party to a divorce, bankruptcy or other court proceeding? | <input type="checkbox"/> Seller has provided title company: <ul style="list-style-type: none"> <input type="checkbox"/> SSN, EIN, DOB <input type="checkbox"/> HOA, Mortgage & Creditor Account Information <input type="checkbox"/> Borrower Authorization (NO E-Signature) <input type="checkbox"/> Copy of Family Trust/Declaration of Trust |
| <input type="checkbox"/> Do seller names match vested owner on PR? <ul style="list-style-type: none"> <input type="checkbox"/> FIRPTA Considerations? | <input type="checkbox"/> Property Management Info., Rent Rolls & Lease Agreements to Title, Lender & Buyer Agent |
| <input type="checkbox"/> Order copies of CCR's, obtain Minutes/budget from HOA | |
| <input type="checkbox"/> Is the home or condo FHA or VA approved? | |
| <input type="checkbox"/> Water Right/Water Shares Information | |

Under Contract

- | | |
|--|---|
| <input type="checkbox"/> Verification of earnest money receipt | <input type="checkbox"/> Estimated Settlement Statement requested/shared with seller |
| <input type="checkbox"/> Commission Instructions sent to title | <input type="checkbox"/> Family Trust, LLC or Corporate documents approved by title |
| <input type="checkbox"/> Home warranty ordered (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Invoice sent to title & buyer agent | <input type="checkbox"/> Power of Attorney prepared/reviewed by title (if applicable) |
| <input type="checkbox"/> Fully executed & complete contract shared <ul style="list-style-type: none"> <input type="checkbox"/> Agents, Title, Buyer, Seller, Lender | |
| <input type="checkbox"/> Seller Disclosures, CCR's & Title Commitment sent to buyer agent | |

Approaching Settlement and Closing Day

- | | |
|---|---|
| <input type="checkbox"/> Repair Invoices sent to title (Credit to buyer for repairs is generally not allowed by lender) | <input type="checkbox"/> Settlement Statement reviewed by agent |
| <input type="checkbox"/> Seller has proper ID in possession | <input type="checkbox"/> Settlement Statement sent to seller |
| <input type="checkbox"/> Any change to Purchase Contract Shared <ul style="list-style-type: none"> <input type="checkbox"/> Agents, Title, Buyer, Seller, Lender | <input type="checkbox"/> Statement of Authority prepared for LLC |
| <input type="checkbox"/> Title has contact information & forwarding address for seller (1099 form) | <input type="checkbox"/> Settlement scheduled with all parties |
| <input type="checkbox"/> Title advised of seller special needs <ul style="list-style-type: none"> <input type="checkbox"/> Physical limitations, Time constraints, location constraints, et. | <input type="checkbox"/> Documents received from lender for buyer |
| <input type="checkbox"/> Final Rent Roll information to title | <input type="checkbox"/> Seller has planned for proceeds |
| | <input type="checkbox"/> Original death certificates obtained |
| | <input type="checkbox"/> Seller understands the settlement-funding-recording-closing sequence (aka, when their \$ is ready) |
| | <input type="checkbox"/> Utility changeover coordinated with buyer |

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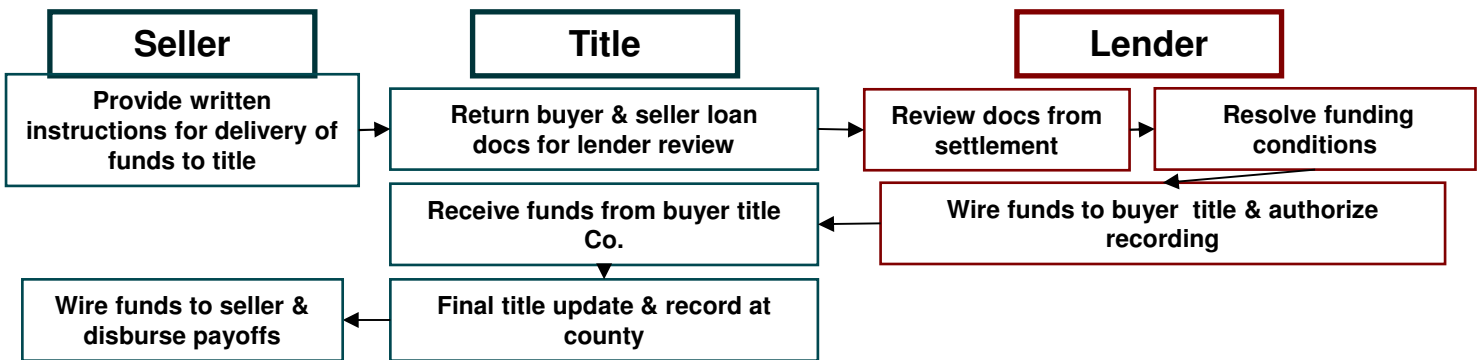
St. George

Phone (435) 688-8808

After Settlement Checklist- Seller

- Verify wiring instructions given to title company
- Arrange for transfer of utilities with buyer- stop auto payments
- Stop auto-payments for mortgages & home equity lines
- Stop auto-payment for HOA/Association dues
- Check w/mortgage company for potential refunds for escrow account balances & provide forwarding address
- Cancel homeowner's insurance after title is in buyer's name & inquire about possible refund
- Cancel or transfer TV/internet services and gym memberships
- Change address with auto and life insurance companies
- Update drivers license other professional licenses with new address
- Change magazine subscription address
- Update HR department with new address
- Gather appliance manuals, receipts & warranty information for new buyer
- Forward mail with USPS: <https://www.usps.com/manage/forward.htm>
- Return library books, rented equipment, pick up dry cleaning.
- Transfer prescriptions to new pharmacy, update address with doctors, dentists & schools
- Take out all trash, leave property broom clean & free of debris
- Take pictures of receipts for possible deductions or reimbursements
- For moving day: fully charge cell phones, have paper towels, bathroom tissue, plastic cups/utensils ready & have cash on hand for unexpected items

Notes: _____

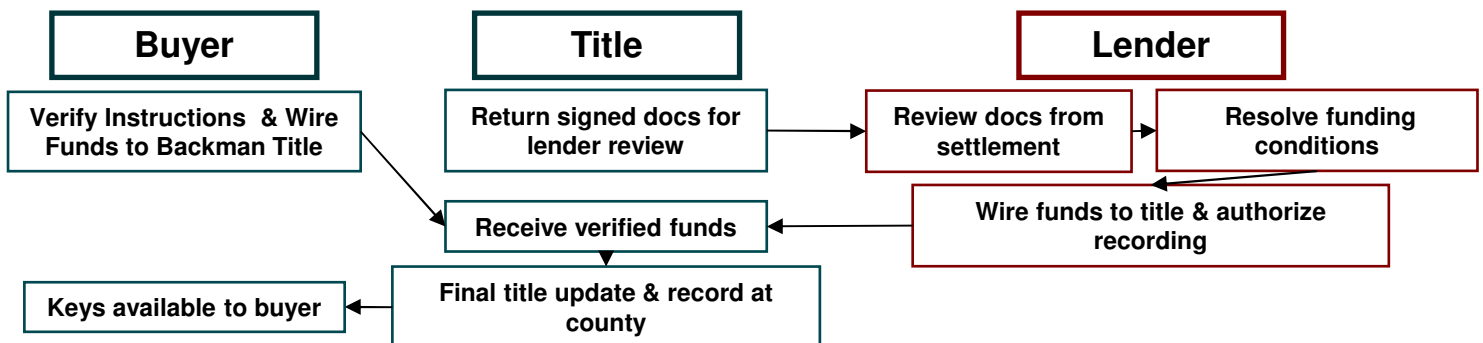


After Settlement Checklist- Buyer

Note: Utah State Law (Section 59-2-103-5) requires a property owner to declare the proper classification of their property whenever a deed records in order to obtain a primary residential tax exemption. Similar filings are also necessary to maintain or receive greenbelt property tax exemptions. Please consult the applicable County Assessor's Office to determine whether this exemption applies to this transaction.

- Verify wiring instructions from title company
- Complete water right or water share transfer after closing with state or irrigation company (If applicable)
- File primary residence exemption with the county assessor
- Arrange for payment for HOA/Association dues
- Arrange for transfer of utilities with seller- set up auto payments
- Arrange for changing of locks with locksmith or home warranty company
- Identify garbage & recycling pick up days
- Set up or transfer TV/internet services and gym memberships
- Find shut off valves for water & gas in case of emergency
- Change address with auto and life insurance companies
- Update drivers license other professional licenses with new address
- Change magazine subscription address
- Update HR department with new address
- Forward mail with USPS: <https://www.usps.com/manage/forward.htm>
- Transfer prescriptions to new pharmacy, update address with doctors, dentists & schools
- Take pictures of receipts for possible deductions or reimbursements
- For moving day: fully charge cell phones, have paper towels, bathroom tissue, plastic cups/utensils ready & have cash on hand for unexpected items

Notes: _____



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Salt Lake County Assessor

Phone (385) 468-8000

<https://slco.org/assessor/>

2001 South State Street N2-600, Salt Lake City, UT 84114-7421

Davis County Assessor

Phone: 801-451-3250

<https://www.daviscountyutah.gov/assessor>

61 Main St, Farmington, UT 84025.

Weber County Assessor

Phone (801) 399-8572

<http://www.webercountyutah.gov/Assessor/>

2380 Washington Blvd # 380, Ogden, UT 84401

Utah County Assessor

Phone (801) 851-8295

<http://www.utahcounty.gov/Dept/Assess/index.asp>

100 East Center Street, Provo, UT 84606

Box Elder County Assessor

<http://www.boxeldercounty.org/assessors.htm>

Phone (435) 734-3300

1 South Main St, Brigham City, UT 84302

Cache County Assessor

Phone (435) 755-1590

<https://www.cachecounty.org/assessor/>

179 North Main St. Suite 205, Logan UT, 84321

Tooele County Assessor

Phone (435) 843-3110

<http://www.co.tooele.ut.us/assessor/primary-residential-exemption.htm>

47 South Main, Room #221, Tooele, UT 84074

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Washington County Assessor

Phone (435) 634-5703

<https://www.washco.utah.gov/departments/assessor/residential-exemption/>

87 North 200 East #201, St. George, Utah 84770

Iron County Assessor

Phone (435) 477-8310

<https://www.ironcounty.net/departments/assessor/>

68 South 100 East, Parowan, Utah 84761

Kane County Assessor

Phone (435) 644-2647

<https://kane.utah.gov/gov/dept/assessor/primary-residential-exemption/>

180 300 N, Kanab, Utah 84741

Salt Lake County Assessor

Phone (385) 468-8000

<https://slco.org/assessor/>

2001 South State Street N2-600, Salt Lake City, UT 84114-7421

Davis County Assessor

Phone: 801-451-3250

<https://www.daviscountyutah.gov/assessor>

61 Main St, Farmington, UT 84025.

Weber County Assessor

Phone (801) 399-8572

<http://www.webercountyutah.gov/Assessor/>

2380 Washington Blvd # 380, Ogden, UT 84401

Utah County Assessor

Phone (801) 851-8295

<http://www.utahcounty.gov/Dept/Assess/index.asp>

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Summit County Assessor

Phone (435) 336-3257

<https://www.summitcounty.org/525/Primary-Residence-Exemption>

60 N Main St, Coalville, Utah 84017

Wasatch County Assessor

Phone (435)657-3182

<https://www.wasatch.utah.gov/Assessor#55686-real-property-information>

25 North Main St. Heber City UT. 84032

Morgan County Assessor

Phone (801-845-4000

<http://www.morgan-county.net/Departments/Assessor/Primary-Residential-Exemption>

P.O. Box 680, 48 W. Young St. Room 31, Morgan, UT 84050

Rich County Assessor

Phone (435) 793-5215

<https://www.richcountyut.org/assessor/>

P.O. Box 343, Randolph, UT 84064

Juab Elder County Assessor

<http://www.co.juab.ut.us/County/Assessor/Index.html>

Phone (435) 623-3420

160 North Main Street, Nephi, Utah 84648

Sanpete County Assessor

Phone (435) 835-2111

<https://sanpete.com/pages/assessor>

160 North Main St. Suite 205, Manti, Utah 84642

Millard County Assessor

Phone (435) 743-5719

<https://www.millardcounty.org/your-government/elected-officials/assessor/>

50 S Main St, Fillmore, Utah 84631

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Duchesne County Assessor

Phone (435) 735-1110

<http://www.duchesne.utah.gov/your-government-2/elected-officials/assessor/residential-exemption/>

734 N Center St, Duchesne, Utah 84021

Uintah County Assessor

Phone (435)781-5323

[http://co.uintah.ut.us/departments/a - e_departments/assessor/residential_property_declaration.php](http://co.uintah.ut.us/departments/a-e_departments/assessor/residential_property_declaration.php)

152 East 100 North, Vernal, Utah 84078

Daggett County Assessor

Phone (435)784-3218

<http://www.daggettcountry.org/15/Assessor>

95 W 1st N St, Manila, UT 84046

Carbon County Assessor

Phone (435)636-3248

<https://www.carbon.utah.gov/Administration/Taxes/Property-Lookup/Detail>

751 E 100 N Suite 1200, Price, UT 84501

Emery County Assessor

Phone (435)381-2474

<http://www.emerycounty.com/assessor/index.htm>

75 E Main St, Castle Dale, UT 84513

Grand County Assessor

Phone (435) 259-1327

<https://www.grandcountyutah.net/130/Assessor>

125 E Center St, Moab, UT 84532

Wayne County Assessor

Phone (435) 836-1305

<http://www.waynecountyutah.org/services/county-government-services/assessors-office/>

18 South Main, PO Box 218, Loa, Utah 84747

Piute County Assessor

Phone (435) 577-2988

<https://www.piuteutah.com/your-government/elected-officials/assessor-appraiser/>

55 North Main, Junction, Utah 84740

Corporate

Phone (801) 288-8818

Layton

Phone (801) 774-8818

Midvale

Phone (801) 263-1500

Provo

Phone (801) 224-9020

Bountiful

Phone (801) 295-7676

Salt Lake

Phone (801) 433-0506

Ogden

Phone (801) 475-6100

Lehi

Phone (385) 336-8390

St. George

Phone (435) 688-8808

Note: Utah State Law (Section 59-2-103-5) requires a property owner to declare the proper classification of real property whenever a deed records in order to obtain a primary residential tax exemption. Similar filings are also necessary to maintain or receive greenbelt property tax exemptions. Please consult the applicable County Assessor's Office to determine whether this exemption applies to this transaction.

Washington County Assessor

Phone (435) 634-5703

<https://www.washco.utah.gov/departments/assessor/residential-exemption/>

87 North 200 East #201, St. George, Utah 84770

Iron County Assessor

Phone (435) 477-8310

<https://www.ironcounty.net/departments/assessor/>

68 South 100 East, Parowan, Utah 84761

Kane County Assessor

Phone (435) 644-2647

<https://kane.utah.gov/gov/dept/assessor/primary-residential-exemption/>

180 300 N, Kanab, Utah 84741

Garfield County Assessor

Phone (435) 676-1152

<https://www.garfield.utah.gov/departments/assessor>

PO Box 77, Panguitch, Utah 84759-0077

Beaver County Assessor

Phone (435) 638-6401

<http://www.beaver.utah.gov/117/Assessor>

105 East Center St, Beaver, Utah 84713

San Juan County Assessor

Phone (435) 587-3237

<https://sanjuancounty.org/index.php/assessor/>

117 S Main St, Monticello, UT 84535

Sevier County Assessor

Phone (435) 893-0431

https://www.sevierutah.net/departments/county_officials/assessor/index.php

250 N Main St #114, Richfield, UT 84701

Corporate

Phone (801) 288-8818

Layton

Phone (801) 774-8818

Midvale

Phone (801) 263-1500

Provo

Phone (801) 224-9020

Bountiful

Phone (801) 295-7676

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Phone (801) 433-0506

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