

## CHECK LIST FOR THE INDENTURE OF ACCESS APPLICATION

The Access Management website includes the instructions and procedures for Indenture of Access. It is the responsibility of the District to make sure a complete packet of all required materials (See OAR 734-051-2030) accompanies the Indenture application. Research cannot process until **ALL** required documentation is provided. Incomplete packets will be returned.

BEFORE SENDING THE INDENTURE APPLICATION TO R/W RESEARCH, BE SURE TO:

- Complete **all** fields on the Indenture Application, including the gray-shaded box
- Have the property owner or agent for property owner\* sign and date Application
- Have the District or Project Manager\* sign and date Application
- Have the Region Manager\* sign and date Application

**\*Print the name under signature lines.**

ALONG WITH THE INDENTURE APPLICATION, INCLUDE:

- Copy of **COMPLETED** Application for State Highway Approach (**CHAMPS research must be complete before submitting an Indenture Application**)
- Copy of the current Assessors Tax Lot Map
- Copy of **CURRENT** Preliminary Title Report (shows other interests or parties that may need to sign the Indenture). **Report should not be older than 6 months when submitted to R/W Research.**
  - Preliminary Title Report (PTR): A report showing the condition of title before a sale or loan transaction. This document shows ownership, other interests, and encumbrances, such as easements, leases, taxes, etc.
- Copy of current Vesting Deed
  - Vesting Deed: Shows ownership of property.
- Copy of Operating Agreement or Articles of Incorporation (for LLCs & Corporations)
- Deposit (processing fee) of \$200.00. NOTE: Check should be deposited within 24 hours. If the fee is deposited in District, send a copy of the check along with the Indenture packet; **OR**, send a copy of the Indenture Application to R/W Research along with the check for deposit; an EA will be set up and the check deposited.

PLEASE ATTACH A FILLED IN COPY OF THIS CHECK LIST ALONG WITH THE APPLICATION. Send application to Nancy Warnicke. For questions call (503) 986-3673.