

Abstracting Guidelines and Responsibilities

1. The abstractor will confirm the client's request and will provide a thorough search of the public records indicating on their search/ certificate the time period and indices utilized in the process.
2. The abstractor should note clearly on the search the presence of all conveyances that may affect marketable title (i.e. tax sale deeds, foreclosure deeds, re-recorded documents, etc.)
3. The abstractor should recognize discrepancies between grantor's typed name and written signatures on deeds.
4. The abstractor should examine records through recording dates for grantor and from conveyance dates for grantee.
5. Idem sonens. An abstractor should search sound alike names when possible. If not practical, an abstractor should specify sound alike names have *not* been searched (example Green-Greene; Sloan, Slone, Sloane; Murphy, Murphee, Murphree, etc.)
6. The abstractor should note clearly on the search the names (and like names) that were run for judgments and liens.
7. An abstractor should not limit names with Jr, Sr, III.
8. Corporate names should be searched with and without common abbreviations, Co. for Company, Corp. for Corporation, etc.
9. An abstractor will clearly inform their client of what they have and have not provided in the abstract process
10. An abstractor will never hesitate to ask what an unfamiliar index is for, or where certain information is located. An abstractor will not assume to know.
11. An abstractor will monitor and stay informed of legal statutes and/or changes in title law that may affect land records in their state and counties.
12. An abstractor will be aware of and will follow title standards in any state for which they are performing abstracts.