

## Special Project Unit Activities

The efforts of checking by the special project unit, in a simplified version follows and responses in red indicate added efforts by the group to facilitate the recording process.

- Ensure names shown in documents are consistent to the information reflected in our certificates of title. Names must be in full, no initials
  - *If initials are indicated, the full name is endorsed on the document.*
  - *If identification of parties to the instrument need clarification, appropriate endorsement are done!*
- Address of grantee/mortgagee/lessee is indicated.
  - *Missing addresses are endorsed on the document.*
- Correct certificate of title is referenced in instrument
  - *Rules call for "proper" certificate of title reference in the document.*
  - *Documents that do not reflect the current certificate of title or do not show a reference is generally rejected.*
    - *In these instances, SPU does a search is to locate the current certificate of title number. The certificate is then endorsed on the document.*
- If the Grantee/Mortgagee/Lessee is a corporation, must show state of incorporation and provide letter of good standing.
  - *Endorse state of incorporation if not shown*
- With Release of mortgages
  - Check certificate to ensure party releasing has interest.
  - If releasing party differs from original mortgagee, check for assignments or change of name to validate party's authority to release mortgage.
- Original signature of parties
  - If documents are signed by a Power of Attorney, check for recorded POA.
- Proper notarial acknowledgement
  - Venue
  - Name of parties being notarized consistent with name under signature and in the body of the instrument.
  - Signature
  - Expiration date
  - Seal
- If document is a deed transferring title
  - Check conveyance tax certificate for completion
  - Note recording of conveyance on current certificate of title or on last conveying document if certificate has not been created.

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- If document is a “Double System” instrument, a complete check is done
  - *Current practice has the document being passed between sections. After one section checks their part, the document is forwarded to the other section for them to check theirs, i.e. Regular checks regular; Land Court checks land court, never both. SPU check BOTH.*
- Note fees on first page of document and initial approval
- Validate check is for the proper amount
- Determine check not stale dated
  - *Stale dated checks were an issue when project began. To avoid additional delays, we reached an agreement with First Hawaiian Bank to negotiate stale dated checks. SPU staff would contact the issuer and if they approved, the recording package was submitted with the “stale dated” check. Internal objections to this process has resulted in the suspension of this effort.*

After documents are check and accepted for recording, delivered to respective receiving sections for labeling.

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