



# DTS – TEXAS TITLE FAQ

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## *Texas Title Plants: County Name – Title (i.e. Harris-Title)*

### Recommended Search Options

#### Harris Subdivided

- Subdivided/Maps - Standard
- Subdivided/Maps - Using sub name as plat book – first 5 consonants of the sub name removing vowels (A, E, I, O, U) do not use page number field
- Subdivided/Maps – **H** followed by the first 6 digits of the CAD as the map book and page, remove leading 0 (Example CAD 098-403-000-0002 type as plat book **H98** Page **403**; example CAD 198-011-000-0007 type as plat book **H198** Page **11**)
- Full CAD number search on ARB screen using the ARB/APN field
- Subdivision/Condo Name in Grantor/Grantee (capture CCR/EA/OGL)
- Deed of Trust Reference search – (if not automatically ran)
- Owner name in True Grantor/Grantee (if a common last name or same as a city name, you might want to delimit your search)

#### Harris Acreage

- Abstract Number in addition to using each prior owner as the delimiter (note you can also run the abstract and limit by amount of acreage, document type, or begin date). You will need to do this on parent tract amounts also.
- Full CAD number run as ARB search using the ARB/APN field
- Deed of Trust Reference search – (if not automatically ran)
- Owner name in True Grantor/Grantee (if a common last name or same as a city name, you might want to delimit your search)

### **Brazoria, Chambers, Ft Bend, Galveston, Liberty, and Montgomery Subdivided**

- Subdivided - Standard
- Subdivided – **First Letter of County** followed by the first 4 or 6 digits of the CAD as the map book and page
- Subdivided/Condo Name in Grantor/Grantee search (capture CCR/EA/OGL)
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in True Grantor/Grantee (if a common last name or same as a city name, you might want to delimit your search)

### **Brazoria, Chambers, Ft Bend, Galveston, Liberty, and Montgomery Acreage**

- Abstract Number in addition to using each prior owner as the delimiter (note you can also run the abstract and limit by amount of acreage, document type, or begin date). You will need to do this on parent tract amounts also.
- Deed of Trust Reference search – (if not automatically ran)
- Owner name in True Grantor/Grantee (if a common last name or same as a city name, you might want to delimit your search)

### **Bexar, Guadalupe, Comal, Kendall, Medina Subdivided**

- Subdivided – Standard
- Subdivided – NCB # for Bexar only (**N** in the plat book field and number in the page field)
- Subdivided/Condo Name in Grantor/Grantee search (capture CCR/EA/OGL)
- Deed of Trust Reference search – (if not automatically ran)
- Owner name in General Name search

### **Bexar, Guadalupe, Comal, Kendall, Medina Acreage**

- Abstract Number in addition to using each prior owner as the delimiter (note you can also run the abstract and limit by amount of acreage, document type, or begin date). You will need to do this on parent tract amounts also.
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in General Name search

### **Collin Subdivided**

- Subdivided – Standard (you can find the real plat number in DTS plat list searching by sub name)  
**\*\*\*as of 11/20/2017 you no longer need the external conversion chart**
- Subdivided/Condo Name in Grantor/Grantee Search (capture CCR/EA/OGL)
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in General Name search

### **Collin Acreage**

- Abstract Number, in addition to using each prior owner as the delimiter (note you can also run the abstract and limit by amount of acreage, document type, or begin date). You will need to do this on parent tract amounts also. **\*\*\*as of October 2<sup>nd</sup> 2017, no conversion chart needed. True Abstract numbers used.**
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in General Name search

### **Dallas Subdivided**

- Subdivided – Standard
- Subdivided/Condo Name in Grantor/Grantee search (capture CCR/EA/OGL)
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in True Grantor/Grantee search

### **Dallas Acreage**

- Abstract Number Search in addition to using each prior owner as the delimiter (note you can also run the abstract and limit by amount of acreage, document type, or begin date). You will need to do this on parent tract amounts also.
- If you have City Block information instead of Abstract, you can start your acreage search with that CB information. You type **CB** in book field and block in the page field along with your lot/block in their fields. (All City Block documents are double posted in our system – to City Block as well as Acreage).
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in True Grantor/Grantee search

### **Kaufman Subdivided**

- Subdivided – Standard
- Subdivided/Condo Name in Grantor/Grantee Search (capture CCR/EA/OGL)
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in General Name search

### **Kaufman Acreage**

- Abstract Number in addition to using each prior owner as the delimiter (note you can also run the abstract and limit by amount of acreage, document type, or begin date). You will need to do this on parent tract amounts also.
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in General Name search

### **Denton, Tarrant Subdivided**

- Subdivided – Standard
- Subdivided/Condo Name in Grantor/Grantee search (capture CCR/EA/OGL)
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in True Grantor/Grantee search

### **Denton, Tarrant Acreage**

- Abstract Number in addition to using each prior owner as the delimiter (note you can also run the abstract and limit by amount of acreage, document type, or begin date). You will need to do this on parent tract amounts also.
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in True Grantor/Grantee search

### San Patricio Subdivided

- Subdivided – Standard
- Subdivided/Condo Name in Grantor/Grantee Search (capture CCR/EA/OGL)
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in General Name search

### San Patricio Acreage

- Abstract Number in addition to using each prior owner as the delimiter (note you can also run the abstract and limit by amount of acreage, document type, or begin date). You will need to do this on parent tract amounts also.
- Deed of Trust Reference Search – (if not automatically ran)
- Owner name in General Name search

### Special Notes:

#### District Court and Probate data available through a link in the Miscellaneous Services

- Go to Miscellaneous Services in DTS. The link will open the county webpage(s).
  - District and Probate links available: Harris and Montgomery
  - District Link only available (because probate information is available within that same link): Brazoria, Chambers, Fort Bend, Galveston, Liberty, Bexar, Comal, Guadalupe, Kendall and Medina
  - No link needed for Collin, Dallas, Denton, Tarrant, Kaufman and San Patricio as the divorces and probates are posted in the DTS

### New City Block Searches

New City Block (NCB) is the underlying property for many subdivisions in **Bexar County**.

To retrieve your full property chain you must run your plat and the underlying New City Block subdivision. Run a search for the Bexar CAD number by using property address or owner name.

- Select the View Details option
- Verify that the Legal Description matches the CAD and document(s)
- Select the Quick Order button on the lower right hand side to input your GF #
- Click on the Title button to retrieve your property results
- If your results return a subdivision, you should see a Chain Record referencing the New City Block (NCB) that requires an additional search.
- If your results return a New City Block (NCB), you will see a chain record referencing a plat. This will require an additional search.

### Performing a search from a Subdivided or Abstracts

- Select Title Options Subdivided or Abstract
- Type in your GF # and Legal description, press Add
- Select True Grantor/Grantee or General Names from the search parameters drop down box. Enter your names, press Add, then submit.

### Performing a search from an Instrument Number or Book and Page

- Select Title Options Instrument
- Type in your Instrument # or Book and Page, then submit
- On results right click on legal description, press Title
- On results right click on Names, press True Grantor/Grantee or General Names
- Press Add
- Add GF# in the Order field and press submit.

### Batch Imaging (when looking for a copy of a Plat – if available)

- Under Miscellaneous Services select Batch Imaging
- Choose the type of document you would like to see by selecting in the drop down box. Example Tarrant – type = Plat Map – Book.Page.
- Type in your book number and page number, example Tarrant – book 7 page 63
- Press Enter and the image will be made available for viewing

### “ORDER HAS BEEN CANCELED” messages

- When you see this message that means that the order number can’t be used again until after the Data Trace billing cycle has completed. To perform the search parameters you will need to use the same order number followed by **A**.