

How to Prepare a Title Search Report in India

**Step-by-Step Guide for
Advocates & Real Estate
Professionals**



Ensure Clear Title
Avoid Legal Disputes
Comply with Due
Diligence

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What is a Title Search Report?

A Title Search Report is a legal document that traces the ownership history of a property and confirms the legal right of the seller to transfer ownership.

1. Ensures no disputes
2. Checks encumbrances
3. Verifies chain of title



Step 1 – Collect Property Documents

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Start by obtaining:

- ✓ **Sale Deeds**
- ✓ **Gift/Partition Deeds**
- ✓ **Lease/Rent Agreements**
- ✓ **Latest Encumbrance Certificate**
- ✓ **Khata / Patta / RTC / ROR**
- ✓ **Mutation records**
- ✓ **Sanction Plan (if applicable)**



Step 2 – Examine the Chain of Title

Review past 30–40 years of ownership:

Check for unbroken succession

Ensure all transactions are registered

Confirm that the seller has valid legal title



Step 3 – Check Encumbrances

**Get the Encumbrance Certificate (EC)
from the Sub-Registrar Office:**

Look for:

- ✓ Loans/Mortgages**
- ✓ Court attachments**
- ✓ Litigation entries**
- ✓ Prior sale claims**



Step 4 – Verify Revenue Records

Check with the local revenue office:

Mutation details

Tax paid receipts

Patta / Khata / RTC (state-specific)

Must be in seller's name



Step 5 – Search for Pending Litigations

Use:

Court websites (district & high court)

Legal Notices

RTI or local inquiry

Ensure no ongoing dispute involving the property or its owners



Step 6 – Draft the Title Search Report

Include:

Property Description

Owner Chain & Document

Summary

Encumbrance Status

Legal Opinion on Title

Final Conclusion: Clear /

Defective / Conditional



Best Practices & Final Tips

Always verify from official sources

Keep certified true copies

Sign the report with date & seal

Ideal for banks, buyers, or internal legal records

