

## REQUIREMENTS FOR COMPLETION OF EASEMENT

- 1) PRINT ALL NAMES ON TOP TWO LINES AS THEY APPEAR ON PROPERTY DEED.
- 2) EASEMENT DESCRIPTION – PRINT THE EASEMENT DESCRIPTION IN THE BLANK SPACE IN THE MIDDLE OF THE FORM OR ATTACH A COPY OF YOUR LEGAL DESCRIPTION TO THE FORM.
- 3) DATE THE EASEMENT.
- 4) EXECUTION OF THE EASEMENT.
  - A) FOR INDIVIDUALS & PARTNERSHIPS  
THIS EASEMENT MUST BE SIGNED BY ALL PARTIES LISTED ON THE DEED. THE SIGNATURES MUST BE WITNESSED BY TWO PEOPLE OR NOTARIZED.
  - B) FOR CORPORATIONS  
THIS EASEMENT MUST BE SIGNED BY THE OFFICER OR OFFICERS WHO HAVE THE AUTHORITY TO EXECUTE EASEMENTS FOR THE CORPORATION. NOTARY MUST SIGN THE ACKNOWLEDGEMENT FORM FOR CORPORATIONS AND THE EASEMENT FORM.
  - C) FOR LLC'S  
THIS EASEMENT MUST BE SIGNED BY THE MANAGER OR MANAGERS WHO ARE AUTHORIZED TO EXECUTE EASEMENTS FOR THE LLC. NOTARY MUST SIGN THE ACKNOWLEDGEMENT FORM FOR THE LLC'S AND THE EASEMENT FORM.
- 5) WITNESSING THE EASEMENT.
  - A) A WITNESS MUST BE AT LEAST 18 YEARS OLD.
  - B) A WITNESS MUST NOT BE RELATED TO THE PROPERTY OWNER.