



INDIVIDUAL EASEMENT INSTRUCTION SHEET

- Property Owner(s) need to sign (as their names appear on the deed) on the lines in the GRANTOR column. Each property owner's name must be typed or legibly written under each signature line.
- The Property Owner's address must be typed in or legibly written below the signature(s) on the designated lines.
- Two (2) witnesses are required and must sign on the line in the Witness column. If the Notary is one of the witnesses, the Notary must sign in the Witness column, as well as in the acknowledgement. The names of each witness must be typed or legibly written under each signature.
- The acknowledgement must be fully completed, signed and sealed by the Notary. The Notary's name must be typed or legibly written below the signature line. Also, the information under the Notary's signature must be typed or printed in the spaces shown. The Notary must state if the person(s) signing is personally known, and if the person(s) did/did not take an oath. The form of identification presented to the Notary must be indicated (such as a State issued Driver's License).
- Mail back the original notarized document in the envelope provided.
- Attach a copy of the warranty deed or survey. The tax parcel identification number and property description must be on the document.