

## INSTRUCTIONS FOR PERMANENT EASEMENT

**ALL** of the following items must be completed, using blue or black ink or typed, **with no writing or stamp in the margins**, in order for an easement to be filed and recorded:

**Note: If there is writing or stamp in the margins, the Easement Form cannot be accepted. You will need to provide a new Easement Form, with clear margins, or pay the additional filing fee.**

1. Name or names of property owner/owners as it/they appear on the deed.
- 2 & 3. Township and County in which property is located.
4. Brief description of where property is located, for example: number of acres, located how far from nearest town.
5. Name(s) of land owners who border property.
6. Property address. **Do not fill in the Location number.**
7. County in which deed is recorded.
8. Volume, page number and military survey (if applicable) of recorded deed.
9. Grantor(s) signature(s). **Please note that both husband and wife must sign even if only one name appears on the deed. Signature(s) MUST be signed exactly as they appear on the deed.**
10. Notary Public must sign, notarize, and write expiration date of their commission if it is not on their stamp.