

## [ENTITY GRANTOR(S)]: INSTRUCTIONS FOR STANDARD FORM MUNICIPAL EASEMENT

**NOTE: The form is provided for convenience and its use is not mandatory. However, all required components are contained in the form; complete information will expedite the review process.**

1. All blank lines and blank areas should be filled in with the appropriate information.
2. After "Project #", insert the Project number or Project name assigned to the Project by the Township (i.e. MA 02-159 or ABC Corporation).
3. After "Section", fill in the section number of the Township where the Project is located (a number from 1-36).
4. After first blank line for entity name, insert name of entity exactly as shown on state records of incorporation or organization.
5. After second blank line, insert the state where the entity was incorporated or organized (i.e. Michigan or another state).
6. After the blank line for address, insert the full mailing address of the entity including zip code.
7. In blank area for legal description of the "Real Property", insert the full legal description of the Property. Indicate that the Property is in the Township of Macomb, Macomb County, Michigan, whether a lot and subdivision description or a metes and bounds description. If it is a lengthy metes and bounds description, type in "See Exhibit A" and attach an Exhibit A with the full legal description.
8. In the blank following "Commonly known as", insert the property address(es) of the Property. **All addresses assigned to the parcel must be listed.** If it is vacant and no address has been assigned by the Township, insert "Vacant".
9. In the blank following "Parcel Number", insert the Tax Identification Number for the Property as shown on the Township Assessing Records or a recent tax bill.
10. In the blank area for the legal description of the "Easement Areas", include the legal description of the part of the Property where the easement is located.
11. In the blank lines immediately before the signature block, insert the day that the easement was signed (i.e. 1st, 2nd, etc.) and the month and year that it was signed.
12. Under the Grantor signature block area, insert the legal name of the entity granting the easement (which must match the correct legal name in the corporate records provided), and then the state of incorporation or organization, followed by the type of entity (i.e. corporation, limited liability company, partnership), and below the signature, the **printed name and title** of the person signing the document.
13. In the first blank line of the Acknowledgment following "County of", insert the name of the County where the document is being notarized.
14. In the next several blank lines of the Acknowledgment, insert the day (1st, 2nd, etc.), month, and year that the Easement is being signed before the Notary.

15. In the blank line of the Acknowledgment following the word “by”, insert the name of the person signing the Easement on behalf of the entity.

16. In the blank line of the Acknowledgment following the signing person’s name, insert the title of the person signing the Easement on behalf of the entity. **NOTE: Documents must be submitted / provided showing the authority to execute on behalf of the entity:**

<b>Type</b>	<b>Required</b>
<b>Trust</b>	<b>Certificate of Trust</b>
<b>LLC</b>	<b>LLC Resolution / Operating Agreement /Certificate of Single Member</b>
<b>Corporation</b>	<b>Corporate Resolution</b>

17. In the last blank line of the Acknowledgment in the sentence before the Notary’s signature, insert the type of the entity granting the Easement.

18. The document must be properly notarized. Instructions may be found here:

[http://www.michigan.gov/sos/0,4670,7-127-1638\\_8736-85771--,00.html](http://www.michigan.gov/sos/0,4670,7-127-1638_8736-85771--,00.html)

19. Indicate/include the name and address of the grantor or the appropriate representative preparing the document.