

[INDIVIDUAL 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 the blank lines for the names of the parties granting the Easement, insert the names of the owners as their name shows on their Deed, followed by their marital status (i.e. a single man, a married man). For a husband and wife, you can follow this example: John Doe and Mary Doe, his wife.
5. After the blank line for address, insert the full mailing address of the entity including zip code.
6. 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.
7. 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".
8. 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.
9. 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.
10. 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.
11. Under the Grantor signature block area, insert the names of the individuals granting the easement (which must match name(s) on the first line of the Easement, followed by the marital status).
12. In the first blank line of the Acknowledgment following "County of", insert the name of the County where the document is being notarized.
13. 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.
14. In the blank lines of the Acknowledgment following the word "by", insert the names of the individuals signing the Easement, and their marital status. (Example: John Smith and Mary Smith, his wife)
15. 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
15. Indicate/include the name and address of the grantor or the appropriate representative preparing the document.