



## Engineering & Operations Department

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### INSTRUCTIONS FOR COMPLETING KUA EASEMENT DEED

To Whom It May Concern:

In preparing this document you will need to make sure you have the following information:

**NOTE: FAILURE TO COMPLETE ALL INFORMATION MAY DELAY THE INSTALLATION OF POWER TO YOUR PROJECT.**

1. Name & address of person preparing easement deed (upper left-hand corner of deed).
2. Property Appraiser's Parcel I.D. Number.
3. Exact name(s) of property owner(s) **as it appears on the property deed.**
4. If property owner is a Corporation, the state incorporated in should follow the corporate name. Corporate office will need to sign with his/her title (lower right-hand side of the deed).
5. If property is owned by an individual(s), the owner(s) must sign (lower right-hand side of the deed).
6. Corporate seal affixed (if applicable).
7. Two witnesses required.
8. Document has to be notarized.
9. **Attach survey and the legal description of the parent tract and label as Exhibit A.** Exhibit A shall not be on paper larger than 8.5" x 14" (Legal size) and must be readable.
10. If applicable, attach sketch for "Easement Area" and label as Exhibit B.

Return the **completed deed along with Exhibit (s)** to KUA and we will have it recorded at the Osceola County Courthouse.

\*\*\*If any of the above information is missing, the deed will not be accepted and will be returned for completion.