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.