

EASEMENT CERTIFICATE INSTRUCTION SHEET

1. When signing the Certificate of Sanitary Sewer and Drainage Easement, be sure each person listed on the plat (which is first page of Certificate) signs the document.
2. If married, MSD needs the signature of both you and your spouse, even if the name does not appear on the plat or deed.
3. If person(s) is deceased, please provide the Date of Death and a Death Certificate. It can be written on 2nd page of Certificate of Sanitary Sewer and Drainage Easement.
4. Notary page should be completed with **top statement** for **Individuals** and **bottom statement** for **Corporations**.
5. Notary must sign and place Notary seal on document.
6. If you are Power of Attorney (POA), MSD must have a copy of the **recorded Power of Attorney**.
7. If Power of Attorney is not recorded, MSD can record Power of Attorney with the Certificate of Sanitary Sewer and Drainage Easement, but **POA must be the original with the original signatures**.
8. **If a Corporation**, MSD must have a **Corporate Resolution** showing authorization to sign on behalf of Corporation.