

## **Dunn Energy Cooperative**

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## \*\*READ BEFORE COMPLETING EASEMENT\*\*

Please be advised that in the event an easement submission is deemed incomplete or contains inaccuracies, it will result in a postponement of the associated project. The project will recommence promptly following the submission of an easement that is verified to be comprehensive and precise.

- 1. Easement should be printed on legal-size paper. <u>Please use BLACK ink to complete</u>.
- 2. Landowner(s) must complete easement as follows:
  - a. Add the names of ALL landowners to the top line. Print names NOT sign.
  - b. Add your <u>Parcel Identification Number</u> (PIN) to the document.
  - c. Attach a copy of your legal description. This description can be found on your land or warranty deed. If you do not have this information, contact the appropriate register of deeds and they can supply you with a copy of your legal description.
    - i. <u>Tax documents and abbreviated versions of the legal</u> <u>land description will NOT be accepted.</u>
  - d. Take this document to a notary to have your <u>signatures notarized</u>. Each person listed on the easement must sign IN THE PRESENCE OF THE NOTARY. Notaries are typically available at the Register of Deeds office, most banks, and at Dunn Energy Cooperative.
    - i. The Notary can NOT be related to the signer(s).
- 3. If it is not possible to have all the landowners sign at the same time before the same notary, please call Dunn Energy at 715-232-6240 to obtain additional paperwork.
- 4. The notary must complete the bottom portion stating they have witnessed your signature along with adding their notary information and seal.

Mail or drop off the <u>ORIGINAL</u> easement to our office, along with your Estimate Payment, Membership Application, and Liability Release.



## A Guide to Filling Out Your Easement

## Step 1: Find your deed.





