



Easement agreement Instructions
Completing blank Easement form

Process:

1. When filing with the county the document can not contain color.
2. The first page must be contain 2.5 inches of blank space for the county to record
3. All wording must be clear
 - a. The county scans the document and returns the original
 - b. If the scan is not clear the document cannot be recorded
4. Open the word document enclosed
5. Replace fields:
 - a. [month] = January, February, March, April, May, June, July, August, September, October, November or December
 - b. [day] a numeric value
 - c. [year] = 2018, 2019, etc
 - d. [grantor] = name(s) of property owner
 - e. [address] = address of property
 - f. [township] = township of property
 - g. [county] = county of property
 - h. [parcel] = tax code parcel of property
 - i. [notary-state] = State that the notary is registered (full state name)
 - j. [notary-county] = County that the notary is registered (full county name)
 - k. [signed-dy] = numeric value of the day being signed at the notary
 - l. [signed-mth] = January, February, March, April, May, June, July, August, September, October, November or December
 - m. [signed-yr] = 2018, 2019, etc
6. When signing or initially document do this in front of the notary
 - a. Sign and print name on page 2
 - i. If multiple property owners both sign and print
 - ii. Names must match grantor
 - b. Witness can be the notary
 - i. Sign and print name
7. Replace [insert-legal-description] with legal description from tax bill (page 3 – Exhibit A)
8. Draw a simple diagram of your property. This can be from Google earth or tax parcel online. However, must be in black and white and must be a clear image. If drawn show major features and major markings such as water line, road, driveway, garage, home, shed. Placing an arrow North would be helpful. (page 4)
 - a. Cherry Capital Connection will mark easement lines on Appendix B when returned
9. Initial all pages

Please return originals to:

Cherry Capital Connection, LLC
P.O. Box 866
Elk Rapids MI. 49629

We will verify completeness and return an accepted copy for your file.
We will file with he county of record.