



Sullivan County Rural Electric Cooperative, Inc.

Easement Form Completion Instructions

Refer to the sample completed easements for proper completion of the easement form.

1. Type full name(s) of owner(s) exactly as listed on property deed with address. Provide the Township / Borough and County for the property in which the easement will be granted.
2. List Deed / Record book or instrument number and page reference **and** tax parcel identification number and acreage as well as any other identifying information available.
3. All property owners listed on the top of the easement must sign in the presence of a Notary Public. Signatures must be exactly as printed on the top of the easement form.
4. The date of the easement (located immediately above the signature lines) must match or be prior to the date of the first notary acknowledgement. If the date of the document is later than the date of any notary acknowledgements, the Recorder of Deeds will reject the document.

Do not delete or alter any of the pre-printed language on the Easement form. Altered or modified Easement forms will not be accepted and submission of such will delay the project until properly completed documents are provided and filed.

Easement Filing Instructions

All original easement forms must be recorded in the county recorder's office. See the list of county recorder offices on the back of this sheet. *Filing fees may be applicable.*

1. Make two copies of all original signed and notarized easements, one copy of each to be retained for your records and a second to be returned to Sullivan County REC.
2. Record each original signed easement form at the recorder's office in the county where the property is located for which the easement has been granted. Request a recording receipt from the recorder's office at the time of filing of the easement form.
3. A Sullivan County REC addressed envelope is provided. Please leave this envelope with the recorder's office so the original recorded easement(s) can be returned to Sullivan County REC.
4. When you receive the recording receipts, mail the following documents to Sullivan County REC:
 - a. Completed, signed and witnessed "Easement Acquisition Compliance Statement" form.
 - b. Copies of all easements with associated recording receipts.

Sullivan County REC will not schedule construction on your project until receipt of the above-referenced documents.

If you have any questions regarding completion of the forms, please call Sullivan County REC's Operations Department for assistance at 1-800-570-5081 Monday – Friday 7:00 AM – 3:30 PM.

Recorders Offices

<u>County</u>	<u>Address</u>	<u>Phone</u>
Bradford	Bradford County Courthouse Recorders Office 301 Main St. Towanda, PA 18848	570-265-1702
Lycoming	Lycoming County Courthouse Recorders Office 48 West Third St. Williamsport, PA 17701	570-327-2263
Sullivan	Sullivan County Courthouse Recorders Office 245 Muncy Street, Suite 100 Laporte, PA 18626	570-946-7351