

Checklist to be Used Before Recording Plans and Documents

Please read the following guidelines that need to be completed before recording plans and documents. **The Rights-of-Way Agreement is not included in this checklist for recording.** The Admins record their Rights-of-way Agreements.

1. All Owner names should be written exactly as they are written in the deed.
2. The UPI number(s) should be on the document.
3. Under the signature line of all Owner signatures should be printed the Owners name, title, and name of company.
4. All Owner signatures need to be notarized.
5. The Notary Block should include the Owner's name, title, and name of company.
6. If a Statement of Value Form is needed with a deed, it should be completed by the Developer's attorney before recording.
7. Agreements (Stormwater O & M Agreements, etc.) should have the street address, UPI number, and name of Township at the upper corner of the first sheet of the document.