

## **Requirements for Completing an Easement**

### **Welcome to the easement phase of your new service application.**

The easement form can be filled out online, you can tab through the form to the next fillable field for ease of use. Once you have the easement filled out you can print it off for signing.

**What is an easement?** An easement is a legal document that grants Great Lakes Energy the right to construct overhead or underground facilities on your property with the right and authority to enter upon your property to maintain our facilities. These rights are fully explained within the easement.

An example of a completed easement is included for your review. Please read the requirements below and follow them carefully. If the easement is recorded with any errors, you may be required to complete a corrected version. This could delay the construction of your new electric service. **PLEASE USE BLACK OR BLUE INK.**

### **How to draft the easement:**

#### **Page 1:**

- **Work Order** – You will obtain this from your coordinator
- **Town, Range, Section** – You will find this in the legal description on your deed. If it is not listed, please leave blank.
- **Grantor** – List all owners exactly as is written on the deed
  - If any Grantor's on the deed are unable to sign, or are deceased, please contact us for further information.
- **Address** – This will be your mailing address
- **Township** – The Township in which the property is located
- **County** – The County in which the property is located
- **Legal Description** – This is the description of your property found on your deed.
  - Your deed can be obtained from the title company where you purchased the property, or from the County Register of Deeds office.
  - **DO NOT use your tax description from tax records.** These are often incomplete and abbreviated for Township purposes only.
- **Parcel ID** – Commonly known as Tax ID, PID Number etc. Can be found on your deed or recent tax bill

#### **Page 3:**

- **Date** – this is the date you will sign the document in the presence of a notary
- **Signature lines** – If the property is owned by an entity such as a Trust, LLC, or Corporation, list the name of said entity in the upper line.
  - If this does not apply, leave blank.
  - For an example of an entity owned easement, please reach out to the coordinator who will be able to provide one to you.
- **Print grantor (signor) names** under the signature line, and sign above in the presence of a notary.
  - You must sign exactly as your name appears on the deed and page one (Grantor), including middle initial or middle name
- **Acknowledgement** – This will be completed by the notary. Do not complete this section.
- **Prepared by** – The individual who prepared the document should list their name and mailing address here.
  - **This MUST be completed or will be subject to rejection when recording with the County Register of Deeds.**

**How do I file the easement?**

File **ALL THREE ORIGINAL PAGES** of the easement with the Register of Deeds office in the county where the property is located. Effective October 1, 2016, most documents recorded with the County are \$30, but it is always good to check for any fee changes with the County before sending your document to record.

Once recorded, send the ORIGINAL easement to Great Lakes Energy. Some Counties will return the easement to GLE on your behalf, and will let you know if this is their standard procedure.

**Easements ensure Great Lakes Energy can provide you with reliable and safe electric service. Thank you for your cooperation in following these instructions.**

**Please contact our office at 888-GT-LAKES, ext. 1910 with questions.**

**For assistance with completing the easement, please email [easements@glenergy.com](mailto:easements@glenergy.com).**

**EASEMENT**

**Work Order #** \_\_\_\_\_

**Town** \_\_\_\_\_ **North, Range** \_\_\_\_\_ **West, Section** \_\_\_\_\_

**Grantor:** \_\_\_\_\_

**Whose address is:** \_\_\_\_\_

for a good and valuable consideration less than \$100.00, state exemption MCL 207.526 Sec. 6 (a) & county exemption MCL 207.505 Sec. 5 (a) the receipt of which is hereby acknowledged, do hereby grant, convey and warrant to Great Lakes Energy Cooperative, a Michigan Non-Profit Corporation, whose address is 1323 Boyne Avenue, Boyne City, Michigan, 49712/One Cooperative Center Drive, Newaygo, Michigan 49337, Its Licensees, lessees, successors and assigns forever, an easement and right to construct overhead and/or underground electrical distribution and/or communication facilities for the purpose of providing electric and/or communication service to the hereinafter described property and any present or future extensions thereon and there from, of like kind and nature, to contiguous property. Such facilities shall include all necessary poles, fixtures, guys, anchors, wire, cables, trenches, conduits, risers, pedestals, pads, mounts, enclosures and other appurtenances under, upon, over and across the property owned by the undersigned grantor and described as being situated in the Township of \_\_\_\_\_, County of \_\_\_\_\_, and State of **Michigan**, and all or a part of:

**Commonly known as Parcel ID#** \_\_\_\_\_

with full right and authority to the agents or employees of the said Grantee to enter at all times upon the said premises for the purpose of inspecting, repairing, maintaining, enlarging, burying, relocating, extending and replacing thereon, and in, under or upon all such streets, roads or highways abutting said lands and said facilities. Also conveying the right and authority to enter upon said property to trim and cut down, or control by herbicides, any and all trees or brush which trees or brush in the opinion of the Grantee interfere or threaten to interfere with the construction or safe operation and maintenance of Grantee's facilities within the easement herein granted.

Egress or extension of Grantee's facilities thereon or therefrom to contiguous land to be determined and constructed by the Grantee as future additional service needs on the premises or in the area may require. Grantor agrees that no buildings, mobile homes, fixtures or structures, whether occupied or unoccupied will be placed on, under or over the easement herein given and granted or within such proximity thereto as, in the opinion of the Grantee, constitute a safety hazard or interfere or threaten to interfere with the construction, operation, extension or maintenance of said facilities, provided however, Grantor may on giving Grantee not less than a thirty day written notice demand that Grantee relocate and Grantee shall within a reasonable time, weather and working conditions permitting, after receiving said notice, relocate its facilities on Grantor's above described premises. Grantor shall pay, in advance, all costs in amount, time and manner commensurate with other service charges then in effect and filed with the Michigan Public Service Commission. Grantor further covenants and agrees that if through inadvertence or otherwise, buildings, fixtures or structures are hereafter placed on, under or over the easement herein given and granted Grantee may relocate its facilities on Grantor's above described premises and Grantor shall pay all costs of relocating said facilities in the manner same as if the relocation were at Grantor's request.

The Grantor expressly agrees that non-use, or a limited use of this easement by the Grantee shall not prevent Grantee from the within contemplated use of the fullest extent herein authorized and granted and further agrees to the joint use or occupancy of the line or system by any other person, association or corporation for electrical or telephone purposes.

This grant is hereby declared binding upon the heirs, representatives, successors, and assigns of the undersigned Grantor. Where applicable, relative words shall be read as either sex, plural or neuter.

(Signature Page to Follow)

IN WITNESS WHEREOF, Grantor has executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_ ,  
20 \_\_\_\_ . IN THE PRESENCE OF:

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF MICHIGAN )

COUNTY OF \_\_\_\_\_ )SS

On this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_ , a Notary Public in and for said County, personally appeared \_\_\_\_\_, to me  
known to be the **person/persons** described in and who executed the foregoing instrument and who duly  
acknowledged the same to be **his/her/their** free act and deed.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name

Notary Public in, \_\_\_\_\_ County, Michigan

Acting in \_\_\_\_\_ County, Michigan

My Commission expires \_\_\_\_\_

**PREPARED BY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONCE RECORDED, PLEASE RETURN TO:**

**Great Lakes Energy**

**1323 Boyne Avenue**

**Boyne City, Michigan 49712**