

Legal Document Checklist  
Engineering Services Division  
 Revised 08/01/02

ESR Number & Subdivision Name \_\_\_\_\_

Document Type \_\_\_\_\_ Tracking Number \_\_\_\_\_ Check Date \_\_\_\_\_

Checked By \_\_\_\_\_ Project Engineer \_\_\_\_\_

<u>Item Number</u>	<u>Item Description</u>	<u>Requirements Met</u>	
		<u>Yes</u>	<u>No</u>
1.	The document must be legible and reproducible. Documents will be copied, scanned, and/or microfilmed.	___	___
2.	The document should be the latest revision by the Public Works Department. Documents can be located in the Public Works Document Library on the Web, or in K:\projects\manual\exhibits\2-preliminary design\easements.	___	___
3.	The name of the Grantor at the top of the document must be verified with County records as the owners. This information can be checked through Landinfo.	___	___
4.	A dollar amount must be entered where applicable. (Example: That in consideration of the sum of <u>One</u> Dollar and other valuable considerations...)	___	___
5.	The Grantor's signer(s) and Notary's names must be printed or typed under all signature spaces, or the County will return the document without recording. All signatures must be original.	___	___
6.	The Grantor's signer must sign the signature spaces exactly as it appears at the top of the document. The top of the document and the signature space must be signed "F. John Smith", if "F. John Smith" is the name on the County records, not "John Smith".	___	___
7.	The date the document is signed by the Grantor's signer, and the date the document is notarized, must be the same date.	___	___
8.	One of the three Acknowledgment sections must be completed. (Individual, Limited Liability Company, and Corporate)	___	___
9.	The notary section must include the State, County, name(s) being notarized, notary signature, notary seal, and the expiration date of the notary's appointment. Notary signature must match the notary seal.	___	___
10.	The names being notarized must match the signature names exactly. The county will not accept a notary using "Subscribed and Sworn To". (This is not usual but may show up from other states, etc.)	___	___