

INSTRUCTIONS CHECKLIST for entities other than individuals

Please Review Before Returning Documents ☺

___ **For the Offer Letter:** Please have **each** owner(s)/authorized signer(s) **sign or initial** the letter as indicated. Make a copy for your records and return original.

___ **For the Easement:** Please have **each** owner(s)/authorized signer(s) **sign** the easement **exactly** as the name appears below the signature line or exactly as the name appears on the deed. **Include** your **title** where indicated as it appears on your business/estate registration. Have **each** signature **notarized and witnessed**. The notary and/or witness does not have to be the same for each owner, but it can be. This reflects the legal signature(s) and title(s) that is/are necessary as determined by a title search of the property in the county records where the property is located and by consulting the business registration/operating agreement or estate information in the state where the business or estate entity was formed. If there is an error, please notify land agent. Please see page 2-3 for more details on signature requirements for various entity types. Make a copy for your records and return original.

___ **For the Parcel Map:** Make a copy for your records and return original.

___ **For the W9:** (*if your offer is in excess of \$599) **1) Fill out** the appropriate line below the pre-printed information. (Ex: Partnership or LLC, Corporation) Include name and social security number or tax ID. **2) Sign** where indicated in the bottom section. **3) Fill out** address, phone, etc. information to reflect the **address where you would like your check to be mailed**. Note: Each owner(s), authorized signer(s) can obtain their own witness and notary. Keep a copy for your records and return original. Only one check will be issued for the agreed upon amount unless requested differently.

___ **Please return** **1) the original**, signed or initialed offer letter, **2) original**, properly signed, notarized and witnessed easement, **3) the parcel map**, **4) the original**, filled out and signed W9(s), **in the enclosed, self-addressed, stamped envelope**. As soon as the documents are received, correctly completed and W9(s) are verified, a check request will be made by your agent and sent to the address indicated on the W9(s).

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**). If you have received documents by email or by regular mail, please follow these same instructions, however, you may scan and return documents as instructed by return email to me at rmillsa@southernco.com. You will still need to follow up with the actual originals by U.S. Mail to:

Georgia Power Company

C/O: Rhonda Millsaps

134 Bethany Manor Way

Ball Ground, Georgia 30107

**Most important thing when mailing in completed documents is that the signatures/titles are authorized and correct and that all required documents are returned. Please follow signature instructions carefully.

-Attention LLC property owners:

An LLC will need to have a Managing Member, Member and/or Manager signature with appropriate Title under the printed name according to the Operating agreement of the LLC as to who can sign legal documents. Please don't use titles such as President, CEO if your entity is an LLC. You can consult your attorney, your Operating Agreement or Secretary of State for the state in which the LLC was formed to see exactly how your LLC is structured and/or to see what was agreed upon by its Members and/or Manager.

-Attention Corporation property owners:

A corporation will need to have one of the two following scenarios as the signature requirement:

-One corporate officer w/ title indicated and corporate seal (required)

-Two corporate officers w/ titles indicated (no seal required)

** The land agent can help with this matter if there is a question or if

the information is not pre-printed under the signature line. Continued...

-Attention Limited Partnership property owners:

A Limited Partnership will need to be signed by a General Partner and/or Partner. If the General Partner is a corporation, then the signature requirement would follow the instructions for a corporation as indicated above under “Attention Corporation Property Owners”.

****If you are unsure** of how to sign or if your particular situation is not listed above or if the pre-printed information on the easement is incorrect, please contact the land agent. It is our desire to get it right the first time! In doing so, the easement will be recorded accurately in the county where the property is located.

Note: regarding NOTARY SIGNATURE/STAMP and WITNESS:

Please be sure the notary that you use signs exactly as his/her name appears on their stamp and that their commission end date is stated either within the stamp or handwritten.

WITNESS: The witness needs to be an “OFFICIAL” witness:

- 1) 18 years old or older
- 2) present and observe the signing of the documents by the property owner(s)/authorized signer(s) and the signature of the Notary. The notary should require ID from all signers.

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