

***JEFFERSON COUNTY ENVIROMENTAL SERVICES***

***DEED INSTRUCTIONS***

Deeds for Sanitary Sewer Right-of-Ways must be:

1). **On our deed form**. Copies may be obtained from:

 **Telephone E-Mail**

**Kelly Watson 325-1446 watsonk@jccal.org**

**Richard Mixon 325-5125 mixonr@jccal.org**

The deed is available in Microsoft Word and WordPerfect. When requesting by E-mail please specify which version you need.

2). **Filled in completely**.

3). **Notary= statements** - on rear of sheet. The first two (2) are for individuals (Private properties) 1 for each owner as necessary; the bottom statement is for corporations or public properties.

4). **Type or print legibly** the names of individuals and or company=s under their signatures.

5). **No Fax copies** will be accepted nor any copy that has been faxed . **Originals only**.