

# INSTRUCTIONS FOR COMPLETING DEEDS AND EASEMENTS

The City of Glendale has specific requirements for Deeds and Easements used to convey rights to the city. Some of these requirements are mandated by law: “**Any instrument presented for recording must satisfy conditions pursuant to Arizona Revised Statute 11-480**”; please check the Maricopa County Recorder’s website (<http://recorder.maricopa.gov/>) to ensure you are following the most current requirements. If you cannot follow the requirements below for any reason, you **must first** receive authorization from the city’s Real Estate Services division to submit something different.

*The following numbered items correspond to the numbers on the sample document(s) attached to this instruction sheet.*

**1**

The Maricopa County Recorder requires there be at least 2 inches between the top edge of the paper and the title of the document (“Warranty Deed” or “Conveyance of Easement”).

**2**

The Maricopa County Recorder requires that side and bottom margins be at least 1/2 inch. To facilitate the City Clerk’s electronic recording, no marks or writing may appear within this designated “white space”.

**The city only accepts documents 8 ½” x 11” in size.** Legal size paper does not meet the City Clerk’s documents requirements and will be rejected. Print size can be no smaller than ten point type.

Conveyances of rights of way and other fee interests, such as roads or alleys, require the use of a **Warranty Deed**, as shown in the attached sample. Quit Claim and Special Warranty Deeds are almost never accepted and are only considered for extremely unique circumstances. These types of conveyances require approval from the City Attorney and Property Manager. Please contact Real Estate Services to ask for authorization in advance if you believe you have a special reason for not issuing a Warranty Deed to the city.

Giving an easement (waterline, sewer, sidewalk, etc.) to the City requires the use of a **Conveyance of Easement** document, as shown in the attached sample.

On the attached sample documents, anything in [BRACKETS] is an instruction. Your completed document should not include any [BRACKETS] or [WORDS IN BRACKETS] when you submit it, unsigned, to the City for review and approval. **DO NOT get signatures until the City has first reviewed and approved the document!**

**3**

Grantor and Status: Grantor is the owner’s name (person, persons, company, corporation, etc.) of the property being conveyed to the city. Status is how ownership is held, such as “husband and wife”, or “an Arizona limited liability corporation”.

The Grantor and Status must be EXACTLY the same as on the most recently recorded document proving ownership of the property.

The City may require you to submit:

- proof of ownership (recorded document);
- a standard coverage title insurance policy issued in the name of the city for the property you are deeding to the city;
- or both.

4

Easement Type: For a **Conveyance of Easement**, the [EASEMENT TYPE] bracket on the attached sample shows where you should describe the purpose of the easement, such as “a sewer line”, “a water line”, or “a sidewalk”.

5

Property Description: This is a legal description of the property being conveyed to the city. A registered land surveyor or civil engineer should produce the legal description and affix his or her professional seal to it. The legal description must be free of errors, and cannot be hand-written. Label the legal description “**Exhibit A**” and attach it to the deed or easement. Whenever possible, a sketch showing the property should also be submitted. Your surveyor or engineer can prepare both.

6

Signature Block: **All Grantors must sign the document.** For example, the signature block might need two lines, one for the husband and one for the wife; a corporation might have a line for the President and another line for another duly authorized representative; the signature block for a partnership might have one line for the General Partner. **Each signature must have the name of the signer printed legibly beneath the signature.** All signers must be identified by name and, if not acting as an individual person, the signer’s **title or capacity to sign** for the property owner must be stated. **All signatures must be acknowledged by a Notary Public.**

7

Notary Public Acknowledgement: A Notary Public must acknowledge each signature on the document. Signers can sign at the same time before a single notary public, or individually or in groups at different times or before different Notaries. Your Notary Public will know how to prepare and attach additional acknowledgement forms, if needed. Although laws in other states may differ, for acknowledgements in the State of Arizona, the Notary Public may use a jurat or any form of acknowledgement specified in the Uniform Recognition of Acknowledgments Act (A.R.S. § 33-501 et seq.), and may modify the Notary Public Acknowledgment section on the samples accordingly. **Have your Notary print your name** (and title or capacity to sign on behalf of the grantor, if applicable) **and the Notary expiration date clearly and legibly.**

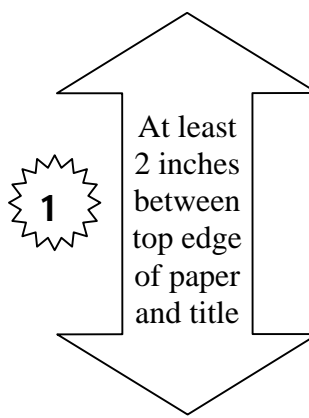
8

Property Location: In the lower right hand corner of the document, include a property address or property location **that relates to the legal description.**

After all Grantors have signed the document in the presence of a Notary Public, return the **original** document to the City for recording. The City may not accept documents recorded by others or recorded without the City’s consent.

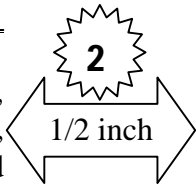
If you have ANY questions about how to complete your deed or easement, please contact the Real Estate Services division at (623) 930-3630.

When recorded, mail to:  
City Clerk, City of Glendale  
5850 West Glendale Avenue  
Glendale, Arizona 85301

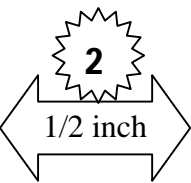


## CONVEYANCE OF EASEMENT

For Ten Dollars and other valuable consideration, I or We, **3** [GRANTOR and STATUS], hereby grant to the City of Glendale, an Arizona Municipal Corporation, an easement to install, repair, operate, maintain and remove [EASEMENT TYPE] **4** ("facilities") upon, over and under the surface of the following described property:



[Attach the **5** See Attached Description, "Exhibit A"  
**PROPERTY DESCRIPTION** of the easement area  
that is being given to the city]



Together with the right of ingress and egress to, from, across and along the Grantor's Property, and with the right to use lands adjacent to said easement during temporary periods of construction; the right to operate, repair, replace, maintain, and remove facilities and appurtenances from said premises; to add to or alter said facilities at any reasonable time; and to trim or remove any trees or shrubs that in the judgment of the City may interfere with the construction, operation or maintenance of said facilities.

By accepting this easement, the City of Glendale agrees to exercise reasonable care to avoid any damage to said real property above described.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**6** [Signature Block]

**Exempt Pursuant to A.R.S. §11-1134(A)(2), 11-1134(A)(3)**

STATE OF ARIZONA )  
County of Maricopa ) ss.

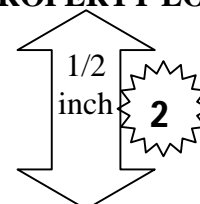
**7**

The foregoing instrument was acknowledged before me this (date) by (name of person acknowledged and, if applicable, title or capacity to sign on behalf of Grantor)

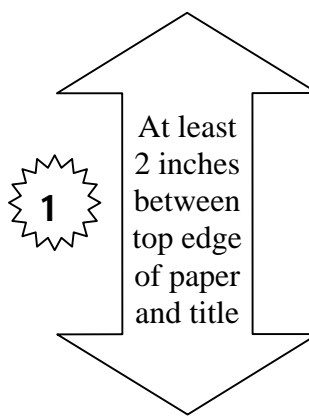
\_\_\_\_\_ [notary signs here] \_\_\_\_\_  
Notary Public

My commission expires: [notary hand printed expiration date]

**8** [PROPERTY LOCATION]

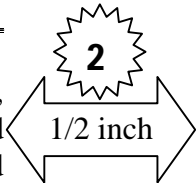


When recorded, mail to:  
City Clerk, City of Glendale  
5850 West Glendale Avenue  
Glendale, Arizona 85301

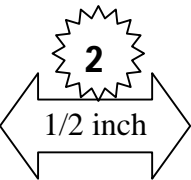


## WARRANTY DEED

For Ten Dollars and other valuable consideration, I or We, **3** [GRANTOR and STATUS], do hereby convey to the City of Glendale, an Arizona Municipal Corporation, all right, title and interest to and in that certain parcel of Real Property situated in Maricopa County and described as follows:



[Attach the **5** See Attached Description, "Exhibit A"  
**PROPERTY DESCRIPTION** of the road, alley, or other property  
that is being given to the city]



And I or We do warrant the title against all persons whomsoever, subject only to those encumbrances or liens of record, or as above set forth, if any.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**6** [Signature Block]

**Exempt Pursuant to A.R.S. §11-1134 (A)(3)**

STATE OF ARIZONA )  
County of Maricopa ) ss.

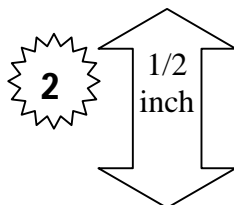
**7**

The foregoing instrument was acknowledged before me this (date) by (name of person acknowledged and, if applicable, title or capacity to sign on behalf of Grantor)

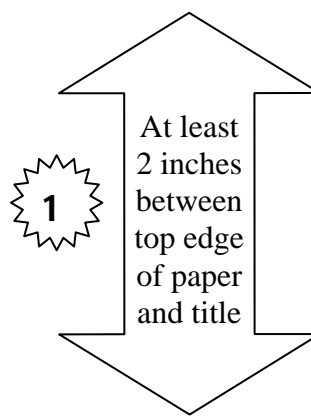
\_\_\_\_\_ [notary signs here]  
Notary Public

My commission expires: [notary hand printed expiration date]

**8** [PROPERTY LOCATION]

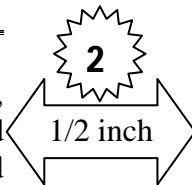


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Glendale, Arizona 85301

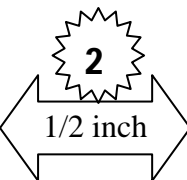


## WARRANTY DEED

For Ten Dollars and other valuable consideration, I or We, **3** [GRANTOR and STATUS], do hereby convey to the City of Glendale, an Arizona Municipal Corporation, all right, title and interest to and in that certain parcel of Real Property situated in Maricopa County and described as follows:



[Attach the **5** See Attached Description, "Exhibit A"  
**PROPERTY DESCRIPTION** of the road, alley, or other property  
that is being given to the city]



It is the intention of the parties to cause the real property described on said Exhibit "A" to be dedicated as **public right of way for roadway purposes**, and to vest title in fee simple in the City of Glendale in Trust, for all the uses contemplated in public street dedication.

And I or We do warrant the title against all persons whomsoever, subject only to those encumbrances or liens of record, or as above set forth, if any.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**6** [Signature Block]

**Exempt Pursuant to A.R.S. §11-1134 (A)(3)**

STATE OF ARIZONA )  
                                  ) ss.  
County of Maricopa )

**7**

The foregoing instrument was acknowledged before me this (date) by (name of person acknowledged and, if applicable, title or capacity to sign on behalf of Grantor)

\_\_\_\_\_ [notary signs here] \_\_\_\_\_  
Notary Public

My commission expires: [notary hand printed expiration date]

**8** [PROPERTY LOCATION]

