

LATERAL EXTENSION OF BOUNDARIES AGREEMENT PREPARATION INSTRUCTIONS

In order to assure consistency in the preparation of these agreements, please refer to the instructions shown below:

MSD has two different templates to use for Lateral Extension of Boundaries Agreements:

- the owner and developer are the same – use the template **LE-Bound-Agree-1.dot**
- the owner of the property and the developer are not the same – use the template **LE-Bound-Agree-2.dot**

Much of the text within the templates cannot be edited or changed. Each template is a protected form since of this information is required and has been approved by MSD's Legal Counsel. Gray boxes are shown throughout the documents. These gray boxes represent information that should be updated per your need. All of the gray fields in the template must be reviewed and filled out. Using the tab key will take the user to each of the gray boxes -- the box size enlarges as information is entered.

On the first page there is a section where the deed book number, page number and date of the deed must be entered. Headings have been provided to show what information is required. A gray field is provided but in order to line up the information under the appropriate heading, it will require using the space bar (not the tab key) to make it align properly. If there is more than one deed to be referenced, press **Enter** after entering the first date of deed and space over to begin typing in the next deed information.

Example:

<u>Deed Book No.</u>	<u>Page No.</u>	<u>Date of Deed</u>
8932	154	May 20, 2005
7823	224	June 2, 2006
6723	114	January 19, 2007

BE SURE YOU USE THE CORRECT DOCUMENT FOR YOUR AGREEMENT

If you have any questions regarding the use of this template, please contact Pat Kirk @540-6345 or kirk@msdlouky.org.