

## **INSTRUCTIONS FOR COMPLETING TEMPLATE DOCUMENTS**

1. Select the appropriate document from the menu. There are two sets of documents available: one for use by legal entities (corporations, general and limited partnerships, limited liability companies, professional corporations, joint ventures) and one for use by natural persons (non-entity).
2. Double-click between the first and second letters in the first gray highlighted field. Insert the requested information. Please use all caps where requested.
3. Tab to the next gray field and enter the requested information.
4. Continue until all gray fields have been filled in.
5. Save the document. Attach the written legal description as Exhibit “A” and depiction/drawing as Exhibit “B”.
6. Email the document with the attached exhibits as a .pdf to Naomi Michaud at [nmichaud@mckinneytexas.org](mailto:nmichaud@mckinneytexas.org). The document and exhibits will be reviewed by City Staff and any necessary revisions will be communicated to the client either by phone or email.
7. Once the document has been approved by City Staff, print out a hard copy and obtain the appropriate signature(s) and notarization(s). Attach an original signed/sealed survey with the written legal description as Exhibit “A” and the depiction/drawing as Exhibit “B”.
8. A check payable to the Collin County Clerk’s Office for recording fees will need to be submitted concurrently with the document. The County Clerk requires the following information on ALL checks made payable to them, even if it is a company check: (a) date of birth of person signing the check; (b) driver’s license number of the person signing the check; (c) expiration date of the driver’s license of the person signing the check; and (d) phone number where the person signing the check can be reached. Recording fees are \$26.00 for the first page and \$4.00 for each additional page of the document. If there is not room on the last page for the Clerk’s recording information (and most times there is not), add \$4.00 for an additional page. The recording information is always placed on the last page of the document. The Clerk’s Office will file stamp one copy at no extra charge. For further information or questions regarding the recording procedure, please contact the Collin County Clerk’s Office at (972) 548-4185. You may also obtain recording fee information online at the Collin County website by clicking this link: [www.collincountytexas.gov/county\\_clerk/land\\_recording/land\\_recording\\_fees.pdf](http://www.collincountytexas.gov/county_clerk/land_recording/land_recording_fees.pdf).
9. Mail the completed document, along with the check for recording fees, to the attention of Naomi Michaud at the following address:

City of McKinney  
Engineering Department  
P. O. Box 517  
McKinney, TX 75070

OR deliver the items in person to the attention of Naomi Michaud at the following address:

City of McKinney  
Engineering Department  
221 N. Tennessee Street, 2<sup>nd</sup> Floor  
McKinney, TX 75069

10. Upon receipt, the document will be sent to City Hall for signature(s).
11. When the document is fully executed it will be recorded at the Collin County Clerk's Office and a file stamped copy will be returned to the client.
12. For questions regarding document preparation, please contact Naomi Michaud at (972) 547-2696 or [nmichaud@mckinneytexas.org](mailto:nmichaud@mckinneytexas.org).