

**Instructions For Completing Fillable Forms for CONSOLIDATED
WATERWORKS DISTRICT NUMBER 1, TERREBONNE PARISH**

These forms are designed to comply with Terrebonne Parish Clerk of Court requirements.

- 1) After opening the document if the fillable fields are not highlighted select Highlight Fields at the top right of the page above the Submit by Email and Print Form buttons.
- 2) Hover over each fillable field for a tip on what to enter in the field.
- 3) You may tab through each fillable field or select the field with your mouse.
- 4) Please submit the filled in form to Consolidated Waterworks Staff for review prior to execution.
 - a. Use the Submit by Email button if you are using an email application such as Microsoft Outlook, Outlook Express, Eudora or Mail.

or
 - b. If you use an Internet email service such as Yahoo, Hotmail or Gmail save the document and email it as an attachment as you would normally email any other document.

Mr. Jacob Prosperie jacob.prosperie@tpcw.org
or
Ms. Becky Fleming becky.fleming@tpcw.org for review.
 - c. You may also print the document to submit for review. Hover over the Print Form button for a tip on the page size of the document.
- 5) Once the document has been reviewed and the document is ready for execution print the form and follow the signing instructions below.

SERVITUDE GRANT and FORM OF AGREEMENT OF TITLE TRANSFER – Signing Instructions

OWNER/GRANTOR: SIGNS ON LINE (1)

SUBSCRIBING WITNESS: SIGNS ON LINE (2) AND LINE (3)
LINE (3) MUST BE SIGNED BEFORE NOTARY

SECOND WITNESS: SIGNS ON LINE (4)

If you have any questions please contact Consolidated Waterworks District Number 1's Engineering Department at (985) 879-2495.

FOR FINAL EXECUTION SUBMIT TO:

Consolidated Waterworks District Number 1
P.O. Box 630
8814 Main Street
Houma, LA 70361