

## **INSTRUCTIONS FOR COMPLETION OF ACCESS AGREEMENT**

1. Fill in the first paragraph by including the date, the name of the company that wants to enter your property (APPLICANT), and your name. Keep in mind you will need 2 complete documents.
2. In the second paragraph, beginning with the words "LANDOWNER agrees", insert the common street address and Assessor's Parcel Number for all parcels onto which you wish to allow entry. If you wish to restrict entry, make it clear to the APPLICANT that the document allows entry only into specific areas.
3. Have APPLICANT print name and capacity/title on last page, date the document, and hand you a check for the administrative fee of \$500.00. Again, make 2 documents in this fashion, one for you to keep and one for the APPLICANT to keep.
4. Print and sign your own name at the signature space indicated on both documents and keep one for your records.
5. If done by mail, you will need to send 2 copies to the APPLICANT with directions to sign and return both copies with a check. Upon receipt and successful negotiation of the check, you will sign and return one original.

Please note that this document may have to be modified if you, as owner, have tenants on the property. The tenants' permission may be required as the tenant may have the right to exclusive possession of the property, depending on your lease terms.

Other things to note:

- Typically, you will be notified by letter of the intention of the APPLICANT to enter upon your property to conduct various studies and investigations. When you receive this written notice, please respond by sending along a letter (See sample) with the access agreement form. The cover letter will make it clear that under no circumstances is the APPLICANT to enter onto your property without return of the signed Access Agreement, payment, and proof of insurance required by the agreement.

-Before allowing entry onto your property, make sure that the agreement is signed, that the check clears the bank (typically this shouldn't be a problem), and that all necessary proof of insurance documents have been provided to you before entry upon your property by the applicant.

-These documents will be made available in Word format.