

## GUIDELINES IN COMPLETING FORM 584

**THIS DOCUMENT IS NOT LEGAL ADVICE, NOR IS IT TO BE INTERPRETED OR CONSTRUED AS LEGAL ADVICE IN ANY MANNER OR FORM.**

This information is provided as a courtesy to assist with completing and returning the City of Houston Form 584. Form 584 will be officially recorded with the County Clerk's Office.

The legal description must be attached to the form as Exhibit "A". See the Example on Page 3 with numbered references for the following items 1 through 6.

**If Form 584 is not completed properly it will not be approved by City Legal.**

- ① Type or print the exact name of the owner of record of the property, whether individual, business or organization. Cannot be a lessee. **A copy of Grantor's deed showing Grantor is the legal recorded owner of the property must be submitted for approval by the City' Legal Department.**
- ② Enter the number of pages of Exhibit "A" (the legal description) consists of.
- ③ Leave the space for Parcel No., Job No. and ILMS No. blank; these will be filled in by the City.
- ④ Enter the appropriate purpose, ie. water line(s), utility, fire hydrant, fire line, sanitary sewer, storm sewer, or other. Do not include the size of the water or fire line.
- ⑤ Enter the date signed by the authorizing person.
- ⑥ The signature:
  - For individual property owners, sign on the line under the word "Grantor(s)" and print grantor's name under signature;
  - If property is owned by a married couple or multiple individuals, each person must sign and print their name on a line under the word "Grantor(s)";
  - For business organizations:
    - i. The exact legal name of the business must be listed, followed by the exact management authority of the business, if applicable, showing each layer of authority as it is on record with the TX Secretary of State.
    - ii. The person signing must have verifiable signatory authority by either 1) being listed as President, Vice-president, partner, or general partner (as appropriate) with the Texas Secretary of State; or 2) attaching a corporate resolution in the case of a corporation or an affidavit of the partners in the case of a partnership, wherein the signatory is given the authority to sign on behalf of the business entity.

- iii. Without being listed in the records of the office of the Texas Secretary of State or a corporate resolution the form will be rejected.

(See examples of business entity signature blocks on the Page 4)

⑦ **A Form 584 will not be considered valid unless it is countersigned by the City.**

Form 584 must be notarized in the appropriate format on its reverse side. The notary must be dated the same date as listed on the front page.

**\*\* There can be no strike-outs or corrections anywhere in the form or the acknowledgment because it will not be accepted for recording with such and additionally, the validity of the document can be called into question.**

# SAMPLE FORM

THE STATE OF TEXAS §  
COUNTY OF HARRIS §

GRANTOR(S): \_\_\_\_\_<sup>①</sup>  
(Exact legal name of person or entity that is the recorded property owner)

GRANTEE: **The City of Houston**, a Municipal Corporation situated in Harris,  
Fort Bend and Montgomery Counties, Texas

GRANTEE'S MAILING ADDRESS: P.O. Box 1562, Houston, TX 77251

PROPERTY: The tract or parcel of land described in **EXHIBIT "A"**, consisting of   ②   pages, attached hereto and made a part hereof, (the "Easement") and noted as Parcel No.   ③  ; Job No.   ③  ; and ILMS No.   ③   (above tracking numbers assigned as needed by City of Houston)

Grantor(s) being the owner(s) in fee simple of the hereinafter described property located in Houston, Harris County, Texas, in consideration of the sum of One Dollar (\$1.00) to Grantor(s) in hand paid by Grantee, the receipt of which is hereby acknowledged, does grant, sell and convey unto Grantee, its successors and assigns, an easement for   ④   purposes, said easement being in, upon, under, over, across and along the Property.

Grantee's Rights in and to the Easement shall include, without limitation, access to, across, along, under and upon the Easement, to enter upon such Easement at any time to engage in such activities as may be necessary, requisite, or appropriate in connection therewith, and to bring and operate such equipment thereupon as may be necessary or appropriate to effectuate the purposes for which this Easement is granted.

Grantor(s) does hereby agree, bind, and obligate Grantor(s) and Grantors' heirs, successors, and assigns, that no structures, buildings or other improvements shall be placed in, on or along said Easement, save and except that Grantor reserves the right to use the Easement in a manner that does not unreasonably interfere with Grantee's use thereof, including, without limitation, the right to construct and maintain pavement, parking, sidewalks, curb-cuts, lighting systems, landscaping and fences ("Improvements") upon the surface of the Easement, **provided, however, that Grantee and/or its agent shall and will be released from any and all liability as a result of any damage to any Improvements occasioned by and in reasonable exercise of Grantee's rights.**

TO HAVE AND TO HOLD the Easement in and to the Property for said purposes, together with all the rights and appurtenances thereto in anywise belonging to Grantee, its successors and assigns forever. However, if said easement or any part thereof is ever discontinued for said purposes, the title thereto (or to the part so discontinued) shall revert to the then owners of said property.

**THIS EASEMENT IS NOT VALID UNLESS COUNTERSIGNED BY THE CITY OF HOUSTON.**

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_<sup>⑤</sup>, 200\_\_\_\_\_.

GRANTOR(S):

\_\_\_\_\_<sup>⑥</sup>  
\_\_\_\_\_  
\_\_\_\_\_

Approved as to form:

\_\_\_\_\_<sup>⑦</sup>  
Assistant City Attorney

**Examples of corporate or other business entity signature blocks  
Names are strictly fictitious**

**Example #1 Property owner is a partnership with a corporation as its general partner. The person signing must be a president or vice-president of the corporation.**

Concord, Ltd.,  
a Texas limited partnership

By: VXS Manufacturing Systems, Inc.  
a Texas corporation, its general partner

\_\_\_\_\_

(Signature of President or Vice-president)

\_\_\_\_\_

(Printed Name of person signing)

\_\_\_\_\_

(Printed Title of person signing)

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**Example #3 Property owner is a partnership with a limited liability company (LLC) as its general partner. The person signing must be a managing member or managing manager of the LLC. LLC's may call their officers managers or members as they so choose and file with the Secretary of State.**

XYZ Mall, Ltd.,  
a Texas limited partnership

By: NCB Realty Management, LLC,  
a Texas limited liability company, its general partner

\_\_\_\_\_

(Signature of limited liability company's managing member or manager)

\_\_\_\_\_

(Printed Name)

\_\_\_\_\_

(Printed Title)

**Example #2 Property owner is a partnership with an individual as its general partner.**

Dillies Texas Operating L.P.,  
a Texas limited partnership

By: \_\_\_\_\_

(Signature of John Smith)

\_\_\_\_\_

(Printed Name of John Smith)

\_\_\_\_\_

(Printed Title)

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**Example #4 Property owner is a partnership with multiple layers of management. Property owner is a partnership with a limited liability company as its general partner (Handheld, G.P., LLC). Handheld's managing member is TDC Development Corporation. The president or vice-president of TDC Development Corporation must be the individual to sign the form.**

The Towers on Post Oak, L.P.,  
a Texas limited partnership

By: Handheld, G.P., L.L.C.,  
a Texas limited liability company, its general partner

By: TDC Development Corp.,  
a Delaware corporation, its managing member

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Printed Name)

\_\_\_\_\_

(Printed Title)