



CITY OF SUFFOLK

Department of Public Works/Engineering Division

P.O. BOX 1858 SUFFOLK, VA 23439 PHONE 757-514-7725 / FAX 757-514-7727

NOTICE TO CUSTOMER

Attached is a SAMPLE document. This sample document can only be used as a guide in preparation of the Stormwater Management Facilities Maintenance Agreement for Commercial Development.

Effective immediately, the City of Suffolk will only accept **original legal documents** prepared by an attorney or the property owner(s). Please reference the Virginia Supreme Court Rules, Part Six, Section 1, Rule 6 Governing Real Estate Transactions, UPR 6-103.

If an agreement is submitted for recordation that has not been executed on the first page by an attorney or the property owner(s) or is a xerox or fax copy, the document will not be acceptable for review.

If the owner of the property is a religious organization (other than the Catholic or Episcopal Church), a certified copy of the court order appointing trustees who are authorized to execute legal documents for the organization must accompany the original agreement.

When submitting a Stormwater Management Facility Agreement, a "Schedule A" (legal description of the property) and a current title report of property or a certification of title letter prepared by an attorney must also be submitted.

Electronic copies of this document can be obtained from the City of Suffolk's webpage at www.city.suffolk.va.us.