



## Real Estate Conveyance Checklist

This checklist will serve as your guide for the conveyance of any deed, easement or tract to JEA. The requirements outlined in this document must be met prior to easement, plat and/or as-built approval. Failure to submit the requested document(s) may result in a delay of service.

Please use this checklist as a cover page for your document submittal. Any questions regarding the requirements below may be directed to Brandon Traub by email at [traubl@jea.com](mailto:traubl@jea.com) or by phone at 904-665-6581.

The following information is required and must be submitted simultaneously:

1. Project Name \_\_\_\_\_ JEA Availability # \_\_\_\_\_  
Contact Person/Authorized Agent: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Reason for Easement: \_\_\_\_\_
2. Signed and notarized easement or deed being conveyed to JEA. Grantor should use JEA's standard easement or deed form. Any non-standard easement or deed will be subject to JEA legal counsel review and could result in a delay of service.
3. Current (within last 60 days) title search report, owner's title policy or opinion of title. Any encumbrances affecting property rights being dedicated to JEA should be noted and shown on a survey.
4. Legal Description and accompanying sketch of easement or deed signed and sealed by a Professional Surveyor. Legal Description must include total area in square feet or acres of parcel being conveyed.
5. A level one environmental assessment is required for conveyance of a pump station tract or any property being conveyed in fee ownership to JEA. Report must be specific to the lift station site and list JEA as a user of the report.
6. If applicable, a Consent and Joinder of all Mortgagors and/or lessees.
7. **Any plat where JEA is providing utility service must be submitted to JEA for review and approval.**

JEA Real Estate Services will begin its review when all required information has been provided. Please submit all required documentation to Brandon Traub, JEA Real Estate Coordinator at [traubl@jea.com](mailto:traubl@jea.com) or at the address below.

When approved, JEA Real Estate will acknowledge the easement by signing the "JEA Representative" block on the easement form. All plats will be signed and stamped in accordance with local County requirements. JEA will then notify the designated contact person that the document is approved and ready to be recorded. The developer/owner should then record the document(s) in the public records of the appropriate county. Once recorded, the original, recorded document should be mailed to the address below:

JEA  
21 W Church Street  
Jacksonville, FL 32202  
Attn: Real Estate