**NEXT STEPS: Power of Attorney for Property**

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| **Execute the Forms**   1. **Read** your document carefully to be sure that you understand it and agree with what is written. 2. **Initial** next to the X’s which mark the choices you made on each page. 3. **Give** your agent the **Notice to Agent** and the **Agent’s Certification and Acceptance of Authority.** Agent should read but **NOT** sign these now. 4. **Sign** page 5 of the document in front of a **witness and a notary public.**.You and the witness must both sign in front of the notary, who will verify your signatures. The witness must be:    1. A mentally competent adult    2. NOT your doctor or health care provider    3. NOT a person you listed as an agent or successor agent in the document    4. NOT a person who helped you write this document    5. NOT a close relative of you or your agent or successor agent 5. **OPTIONAL Have agents and successor agents sign** the specimen signature page with you watching them. You do not need to do this for the Power of Attorney to take effect. This step can help others verify the identity of you agent in the future, though. This step does not have to be done right away, you can do this at a later date. **Sign next to your agent’s signature** to verify that this is his or her real signature. |  | **Keep the forms handy**   1. **Copy** the document after you have initialed and signed it as instructed above. Make at least two copies of the original. 2. **Give** copies to the people, agencies, and companies that your agent will need to deal with. For example, your bank, your landlord, and any agency from which you get benefits. 3. **Keep** the original signed documents in a safe place.    1. If you do not think your agent will need to use the Power of Attorney any time soon, keep the originals yourself, and give your agent a copy. Be sure to tell your agent where to find the original, though.    2. If your agent might need to use the Power of Attorney soon, then give your agent the originals and keep a copy for yourself   **Use the Power of Attorney.**   1. Your agent will need to present the **original** power of attorney the first time he or she interacts with any company or service provider on your behalf. If your agent deals with a certain company or agency on a regular basis, they probably will not ask to see the document every time. 2. A company or service provider might ask your agent to sign an **Agent’s Certification and Acceptance of Authority** at the time the agent acts on your behalf. This is called **countersigning.** The agent should keep some blank copies to sign as needed. 3. If your agent signs any contracts or other documents for you, he or she should **sign your name**, but may show that it is signed by an agent by writing something like “Penny Principal, by her agent Annie Agent.” |