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| Logo  Description automatically generated  **Power of Attorney for Property**  Instructions | |
| **Step 1 – Read and initial your forms**  You will need to read your documents carefully. Make sure you understand it and agree with it. Print your forms and write your initials where the forms tell you to. If you make any changes after you print the forms, you should also write your initials by what you change.  **Step 2 – Notify your agent**  Give your agent the **Notice to Agent** and the **Agent’s Certification and Acceptance of Authority**. The agent should **not** sign these forms yet.  **Step 3 – Sign page 5 in front of a notary and witness**  You and the witness must both sign in front of the notary, who will verify your signatures. Your witness can **not** be your doctor, your family member, your agent or successor agent, your agent’s family member, or someone who helped you write this document.  **Step 4 – Optional: have your agent sign**  You can have your agent and successor agents sign the specimen signature page. Sign next to their signatures to confirm them. You do not need to do this, but it can help others verify your agent’s identity.  **Step 5 – Make copies**  Make at least two copies of the document after you have initialed it and signed it. | **Step 6 – Give out copies**  Give copies of the Power of Attorney to people, agencies, and companies that your agent will need to deal with. For example, your bank, your landlord, and any agency that gives you benefits.  **Step 7 – Keep the original**  Keep the original copy of your Power of Attorney in a safe place. Make sure your agent knows where the original is. If your agent will use the power of attorney soon, you can give them the original copy.  **Step 8** **– Using the power of attorney**  Your agent will need to present the **original** power of attorney the first time they interact with a company or service provider on your behalf.  A company or service provider may ask your agent to sign an **Agent’s Certification and Acceptance of** Authority at the time they act on your behalf. This is called **countersigning.** Your agent should keep some blank copies to sign as needed.  If your agent signs any contracts or other documents for you, they should sign your name, but may show that it is signed by an agent. For example, they could write something like “Penny Principal, by her agent Annie Agent.” |
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