

SIGNATURE REQUIREMENTS

FOR RIGHTS OF ENTRY

1. ROEs should be signed by property owner(s), or a duly authorized agent of the property owner(s). Because verification of signature authority may be difficult to obtain, particularly for an agent, personnel should use their best judgment. Keep in mind, the ROE contains language that the person signing is subject to penalty for any false attestation in the ROE.
2. All persons signing ROEs must print their name below their signature. In all cases where there is doubt as to the person's authority to sign, and in all cases where you are relying on "apparent authority" (see below), have the signer put their drivers license number and State below their address.
3. All ROEs must be witnessed and signed, and the witness should print their name below their signature. Corps personnel can sign as witnesses. Owners/Agents cannot sign as witnesses for other Owners/Agents on the same ROE.
4. Corps personnel are to retain an original copy.

CATEGORY OF PROPERTY ROE SIGNERS

Private Home Homeowner(s)

Private Mobile Home and Lot Homeowner(s)

Private Mobile Home on Leased Lot Lot owner. If a mobile home park, the park owner may sign one ROE for multiple lots.

Rental Home Homeowner, not the renter

Rental Mobile Home and Lot (Landlord owns both) Owner of the mobile home and lot

Rental Mobile Home on Rented Lot (Separate owners) Owner of the lot

Apartment Landlord or Apartment Manager
with apparent authority, but not a
renter

Condominium Condo
Owner(s) or Condo Assoc's
President with apparent authority,
but not a Condo renter

Timeshare or similar arrangement
Homeowner(s);
condo owner(s)

Solitary standing walls (see form
boxes) Need to check boxes off
on ROE

- Local govt. determined that a standing wall is debris under state/local law
- Specific permission for wall removal
- Insurance adjuster has seen wall
- No historical significance
- Must not require different equipment