

Containment Letter Request Instructions

Thank you for your request for a letter which “contains” Georgia Power Company’s rights obtained by virtue of recorded easements.

Containment Letters will be processed on a weekly basis. Requests received by noon on Tuesday will be completed no later than the following Tuesday.

RUSH service is available. When sending an email, include “RUSH” in the email subject line.

To process the request quickly and accurately, please include the following information:

1. A cover letter listing all easements found in the title search, including the grantor name, execution date, county name, and deed book and page, as well as any special instructions. PLEASE INCLUDE AN E-MAIL ADDRESS TO SEND THE LETTER WHEN COMPLETE. We are no longer mailing hard copies.
2. A copy of each easement listed in the request letter.
3. Please separate each document into a separate PDF (e.g.: survey, cover letter, easement #1, easement #2, etc.)
4. A recent (Legible) survey of the subject property (the survey description and title block must be legible, as well as any notations about GPC easement areas, when viewed on screen or printed.
5. Fees:
 - a. Containment Letter fees are \$300.00
 - b. Add an additional “RUSH” fee of \$100.00 if you need the letter completed within **two** business days of receiving the fees. (excludes weekends and holidays)
 - c. The fee is per letter and not per easement.
 - d. Parcels MUST be contiguous. If they are not, they each require a separate fee/letter/survey/easements/email request.
6. We do not provide information as to the location of the easement(s). Please contact surveyor for more information.

To achieve our goal of a paperless process, please do the following:

1. Submit your request letter and supporting documentation to the following e-mail ONLY G2GPCCONTAIN@southernco.com.
2. DO NOT SCAN AND EMAIL COPIES OF THE CHECK. At this time, our email and storage systems are not secured for any financial transactions.
3. All emails and attachments must be under 10 MB in size and cannot contain *.zip, *.kml or *.kmz files. If you need to send more than one email, please identify each email as you send it (Part 1 of 2, Part 2 of 2, etc.). It is the responsibility of the requestor to confirm that we’ve received any and all emails.
4. Send the check and a copy of your request letter by U. S. mail or overnight delivery to this address:

Containment Letters
Georgia Power Company
241 Ralph McGill Blvd BIN 10151
Atlanta, Georgia 30308-3374

(Sending the fees or package to any other address or person will delay handling of the request.)

5. If you are sending the fees and package by courier, all courier deliveries are handled through the GPC mailroom. The mailroom is located next to the loading dock at the rear of the building. Guest Services will direct any couriers to the rear entrance of the building.

If you have any questions about the required documentation or processing fee, please contact the Land Records Department by e-mail (G2GPCCONTAIN@southernco.com).