

REQUIRED DOCUMENTATION

Please forward the following information along with your registration. If you do not yet have all of the documentation, please forward what is currently available.

- Copy of the recorded conservation easement.** This means a copy which has the recording information stamped on each individual page. If you have not yet received such a copy, you may contact the title company that closed the transaction, your attorney (if applicable) or the land trust holding the easement for assistance in obtaining such a copy.

- Full copy of the qualified appraisal (and any related updates) for the donated conservation easement.** A black and white copy is sufficient. Photos and maps need not be in color.

- Copy of form 8283** demonstrating the value of the donation. **Please be sure to include the required attached statement as set forth in the IRS instructions for Form 8283.** Please be sure that the form has been signed by the donee and appraiser of the conservation easement.

- Copy of a *current* Title Commitment (without exception documents) OR *current* Title Insurance Policy.** The Title Commitment or Title Insurance Policy must be effective within 60 days of the recordation date of the easement.

- Copy of a “mineral remoteness” letter.** This is required *only* if the the donor does not own the mineral rights to the property.

- Copy of Subordination Agreement(s).** This is required only if the property is subject to a mortgage, deed of trust or similar lien.

- Copy of the signature pages(s) of the baseline report.** Please be sure the document has been signed by the donor and the donee organization.

- Copy of the written acknowledgement by the donee organization of the donation.** This is typically a letter from the donee organization, to the donor, acknowledging the donation of the conservation easement.