



**TAX CREDIT EXCHANGE
SELLER REGISTRATION
(2012 Tax Year)**

If you are registering to transfer credits for a 2011 donation that has not yet occurred, please include the anticipated closing date, provide all currently available information, and enter "not available" where applicable. In order to preserve your priority date, we will need to receive all final documentation for the transaction no later than March 1, 2013.

SELLER INFORMATION

Please include the names of all donors of the conservation easement interest. All donors of the easement property must be Colorado residents. This requirement does not apply if the easement property is owned by an entity (such as a partnership or LLC), that is recognized for tax purposes. Please note, however, that a single member LLC is not recognized for tax purposes.

NAME(S) :

SOCIAL SECURITY or FEDERAL ID #:

ADDRESS:

PHONE:

EMAIL/WEB:

CONSERVATION EASEMENT INFORMATION

DATE EASEMENT DONATION CLOSED OR WAS EXECUTED: _____

OR ANTICIPATED DATE OF DONATION: _____

RECIPIENT/HOLDER OF CONSERVATION EASEMENT (e.g. Land Trust): _____

NAME OF APPRAISER: _____

TOTAL APPRAISED AMOUNT OF DONATION: _____

AMOUNT OF CREDIT YOU WISH TO TRANSFER IN 2012: _____

Do you plan to claim additional tax credits from this or other donations in 2013?

(Note: This is for matching purposes only. By responding YES here, it does not mean that you are committing to transfer 2013 credits through the Exchange.)

YES NO

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. Electronic copies are preferred if possible; they can be emailed to tina@taxcreditexchange.com.

- Copy of the recorded conservation easement.** This means a copy which has the recording information stamped on the first page and possibly each page (each county does this differently). 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.
- Appraisal Affidavit.** The appraisal affidavit is completed by the appraiser and will be filed with the Colorado Division of Real Estate along with the appraisal.
- Copy of IRS Form 8283** demonstrating the value of the donation. **NOTE: 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 (or an update of one previously completed for the subject property).** 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 Inventory Report (or of the update of one previously completed on the subject property).** Please be sure the document has been signed by the donor and the donee organization.
- Copy of the written acknowledgement letter by the donee organization of the donation.** This is typically a letter from the donee organization (e.g. land trust), to the donor, acknowledging the donation of the conservation easement.
- Copy of the Tax Credit Certificate.** If you have not yet obtained a tax credit certificate, please contact us and we will assist you in completing the application and cover the application fee.

BY EXECUTING THIS REGISTRATION FORM I AGREE TO THE FOLLOWING:

1. I will make the above-described Tax Credit available for transfer through Conservation Resource Center's Tax Credit Exchange, in one or more transactions, subject to my approval, through April 15, 2013.
2. I will accept the agreed upon payment for the face value of a transferred Tax Credit.
3. I acknowledge that I will be required to sign an agreement and other documents with the Buyer whereby I will guarantee that the Tax Credit is valid, and indemnify the Buyer if the Tax Credit is not valid. I recognize that the Tax Credit Exchange may choose to not match my credit with a Buyer because the Exchange believes, in its sole discretion, the conservation easement donation may not qualify for tax credits.
4. I give permission to copy all of the documents supplied with this Registration, and to distribute them to any parties involved with this transaction. Additionally, I hereby give permission to the appraiser of the above referenced appraisal to supply the entire appraisal to any parties involved with this transaction, and I give permission to the recipient of the Conservation Easement to supply all background information related to the Conservation Easement to any parties involved with this transaction.
5. I acknowledge that the Tax Credit Exchange will attempt to match my Credits with a Buyer, and that the earliest participants in the Exchange will generally be given priority in matching. I further acknowledge, however, that the Exchange may match Buyers and Sellers based on other priorities, such as a match of the size of the Credits, or a match pre-identified by a Buyer or Seller when they came to the Exchange. Finally, I acknowledge that it may not be possible to match my Credits with a Buyer this year, in which case I will simply retain the un-transferred Credits.
6. I acknowledge that the Conservation Resource Center, and its officers, agents and representatives, are operating the Tax Credit Exchange solely to further the Center's own nonprofit goals, and are not acting as my agent or representative. I further acknowledge that I have been advised to seek my own tax, legal and other professional advice for matters related to this transaction, and that I am not relying on any representations or statements by the Conservation Resource Center or its representatives, except as may be made in writing.

(Please include signatures of all donors of conservation easement interest)

PRINTED NAME(s)	SIGNATURE(s)	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

The completed registration may be returned via:

Fax: 303.544.1043
E-mail: tina@taxcreditexchange.com
Mail: Conservation Resource Center
929 Pearl Street, Suite 300
Boulder, CO 80302