EASEMENT FILE COVER SHEET

Name of Property:

Location:

Acres:

Date of Acquisition:

Transaction Type (e.g., purchase, donation, bargain sale, mitigation/regulatory, co-hold, other):

Easement Agreement/Contracts/Legal

* + Easement Agreement –
	+ Option agreement/Memorandum of Understanding/Purchase and Sale Agreement
	+ Title Report
	+ Title Insurance Policy
	+ Property appraisal
	+ Environmental assessment
	+ Mortgage subordination documents
	+ Donor substantiation (Acknowledgement)/Tax Letter
	+ IRS 8283 and Summary attachment
	+ Amendments

Stewardship

* + Baseline Documentation Report
	+ Stewardship Monitoring Reports
	+ Enforcement documentation
	+ Other stewardship documentation

Maps

* + Survey
	+ Aerial Map
	+ Topographic Map
	+ Other map(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Documentation, Correspondence, History, & Publicity

* + Board of Directors meeting minutes at which the project was approved
	+ Board of Directors meeting minutes at which a Stewardship funding plan was approved, if applicable
	+ All relevant correspondence
	+ History
	+ Publicity