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