



Preservation Trust Fund- Easement Assistance Application

General Information (Each owner, entity, and entity member/s must submit tax forms and provide contact information on Page 4)

Main contact for Property: _____

County _____ Number of Acres _____

Address _____ Phone _____

_____ Email _____

Name of Trust, LLC or other entity, if applicable _____

Please submit entity tax forms and provide member contact information on Page 4

1) Is the property a family-owned or family operated farm or forest? ☐ Yes ☐ No

2) List crops, livestock, and/or farm or forest products produced, and list acreage devoted to each.

3) Describe family's involvement in farm or forestland operation (family employment full/part-time, etc.).

4) Length of family ownership _____

Return the following documents to the Virginia Outdoors Foundation at:

39 Garrett St. Ste 200 Warrenton VA 20186

☐ **Copies of IRS tax returns** (Pages 1 & 2 for the most recent two years available for each owner/entity and for each entity member if applicable).

☐ **Completed Application**

☐ **Non-Filer Affidavit (Page 5), if applicable**

All information related to the project that you provide to VOF will become a matter of public record and is subject to Freedom of Information Act (FOIA) requests, except your submitted tax records.

Owner's signature _____ **Date:** _____

Estimate Your Easement Expenses

Landowner: _____ County: _____ Acres: _____

	ANNUAL INCOME	Average Award	Available for VOF fees	Available for landowner legal and appraisal costs
1	Up to \$70,000	\$14,000	Up to \$5,000; covers 100%	\$6,500-\$10,000; 100% cost share
2	\$71,000 – \$85,000	\$10,500	Up to \$5,000; covers 100%	\$5,500-\$7,500; 75% cost share
3	\$86,000 – 105,000	\$2,250-\$3,000	100% of Processing fee;50% of BDR fee up to \$3,500	\$0

Estimate your total costs in the space provided below. Discuss the price of the BDR preparation fee with your Senior Conservation Specialist. ***You may ask for additional funds if you provide a written estimate from your attorney and/or appraiser.***

Example:

Legal: \$3,000
 Appraisal: \$4,500
 VOF Proc. fee: \$1,500
 VOF BDR Fee: \$3,500
 Total Request: \$12,500

Your Request:

Legal: _____
 Appraisal: _____
 VOF Proc. fee: _____
 VOF BDR Fee: _____
 Total Request: _____

Financial Need Information

Please use the space below or attach a separate note to describe the reason for additional funds, i.e., large parcel, complicated legal description, etc. You can also use this space to describe financial need factors that may not be revealed by the federal tax forms.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Please provide contact information for all owners, entity (if applicable), and entity members (if applicable)

Name/s: _____

Address _____ Phone _____
_____ Email _____

Name/s: _____

Address _____ Phone _____
_____ Email _____

Name/s: _____

Address _____ Phone _____
_____ Email _____

Name/s: _____

Address _____ Phone _____
_____ Email _____

Name/s: _____

Address _____ Phone _____
_____ Email _____

Name/s: _____

Address _____ Phone _____
_____ Email _____

Affidavit for Non-Filers *Landowners who do not meet the IRS requirements for filing federal returns must complete and submit this affidavit to substantiate financial need.*

Affidavit

Commonwealth of Virginia

County of _____

Before me, the undersigned Notary, _____ *[name of Notary before whom affidavit is sworn]*, on this _____ *[day of month]* day of _____ *[month]*, 20____, personally appeared _____ *[name of affiant]*, known to me to be a credible person and of lawful age, who being by me first duly sworn, on _____ *[his or her]* oath, deposes and states as follows that:

1. _____ *[name of applicant(s)]* [has or have] made application to the Virginia Outdoors Foundation for open-space land preservation trust fund assistance pursuant to Virginia Code Section 10.1-1801.1 in order to convey an open-space easement to the Virginia Outdoors Foundation;
2. Such applicant(s) [has or have] insufficient income to have been required to file a federal or state income tax return for the years _____, _____ and _____; and
3. Such applicant(s) [has or have] a financial need for such assistance in order to make such conveyance of the open-space easement.

[signature of affiant]

[printed name of affiant]

Subscribed and sworn to before me, this _____ *[day of month]* day of _____ *[month]*, 20____.

Notary Public

(SEAL)

My commission expires: _____
Registration No. _____