



## Preservation Trust Fund Required Material

### Land Protection

#### Required Documents Prior to Fund Disbursement:

1. A boundary survey of the property prepared by a Virginia-licensed surveyor or professional engineer, preferable in digital form, depicting the metes and bounds of the property unless VOF determines that an adequate legal description of the Property is available.
2. Copies of title work showing grantor's fee simple interest in the property and/or a title insurance policy showing title vested in the grantor as well as any easements, rights, and other encumbrances of record acceptable to VOF.
3. A copy of the draft deed, or the recorded deed, the form of which has been approved by VOF.
  - In most cases, the property interest must be **held by VOF or a locality** as defined in Virginia Code §10.1-1700.
  - The property interest must be **dedicated in perpetuity as open-space land under the Open-Space Land Act** (Virginia Code §§ 10.1-1700 to 10.1-1705). The deed must include the following recitals:
    - Pursuant to Chapter 18, Title 10.1, Section 10.1-1801.1 the Virginia Outdoors Foundation (VOF) has provided an Open-Space Lands Preservation Trust Fund Grant in the amount of \$\_\_\_\_\_ to Grantee for the protection and enhancement of open space, specifically the development of a project as more fully described in the Virginia Outdoors Foundation Open-Space Lands Preservation Trust Fund Grant Agreement.
    - A copy of the Grant Agreement, Number PTF20XX-XX, dated ##/##/####, is kept at the Virginia Outdoors Foundation, 39 Garrett St., Suite 200, Warrenton, VA 20186, and at the office of [GRANTEE] at [GRANTEE ADDRESS].
4. Verification of eligible expenditures including, but not limited to appraisals, settlement statements, copies of invoices, bills of sale, contracts, cancelled checks (both sides), survey fees, appraisal fees, legal fees including title reports and insurance, and recordation fees.
5. Contact information for the settlement agent who will be receiving the grant funds for closing and a W-9 for that company at least two weeks before the desired closing date.

### Land Acquisition & Protection

#### Additional Required Documents Prior to Fund Disbursement:

6. A Phase I Environmental Site Assessment prepared within six months of closing.