



PRESERVATION TRUST FUND LOCALITY EASEMENT ASSISTANCE APPLICATION

General Information

Each owner, entity, and entity member/s must submit tax forms and provide contact information on page 3.

Main contact for property: _____

Locality: _____ Number of Acres: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Property Tax Map Parcel(s): _____

Address for Parcel if different from mailing: _____

City: _____ State: _____ Zip Code: _____

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

Please submit entity tax forms and provide member contact information on page 3.

Required Documentation

Return the following documents to the Virginia Outdoors Foundation by email to grants@vof.org or by mail to: PO Box B, Blacksburg, VA 24060

_____ Completed application

Return the following documents to the Virginia Outdoors Foundation through the use of this secure link: <https://vof.app.box.com/f/ba12a9bc675f4f3bb25c62466d9fe633> or by mail to the address above.

Do not send tax material by email.

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

_____ Completed Commonwealth of Virginia W9 Tax Form.

_____ Non-Filer Affidavit (page 4), if applicable

Landowner Signature: _____ **Date:** _____

Reimbursement Rates

Landowners will be reimbursed on an income-based cost-share assistance rate, with per easement awards not to exceed the easement assistance limit listed below. VOF will determine eligibility based on submitted financial documentation. Exceptions may be granted for extenuating circumstances.

Landowner Annual Income	Reimbursement Rate	Average Award	Easement Assistance Limit
Up to \$70,000	100%	\$14,000	\$20,000
\$70,000 - \$85,000	75%	\$10,500	\$15,000
\$85,000 - \$105,000	50%	\$7,000	\$10,000
Over \$105,000	Not Eligible	N/A	Not Eligible

Funds must be disbursed from VOF to a locality. The locality will reimburse the landowner.

Examples of Estimated Easement Expenses

- Appraisal: \$4,500-\$6,500
- Legal Services: \$3,000-\$4,500
- Survey: \$5,000
- Title Work: \$500-\$750
- Lender’s Easement & Mortgage Review: \$2,500
- Baseline Documentation Report (BDR): \$3,000
- Other Associated Costs Such as Perk Test, Tax Advice \$

Estimate expenses in the space provided below.

- Appraisal: \$ _____
 - Legal Services: \$ _____
 - Survey: \$ _____
 - Title Work: \$ _____
 - Baseline Documentation Report (BDR): \$ _____
 - Other (may not be eligible): _____ \$ _____
 - Other (may not be eligible): _____ \$ _____
- TOTAL REQUEST: \$ _____**

Financial Need Information

Please use the space below or attach a separate note to describe any financial need factors that may not be revealed by the federal tax forms submitted. This could include changes in income or expenses or reasons why the easement may be more costly such as large acreages or a complicated legal description.

Additional Landowner Information

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

**Married couples are considered one owner*

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

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 ____ [*month*], 20____, personally appeared _____ [*name of affiant*], known to me to be a credible person 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 or a locality;
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

My commission expires: _____

Registration No. _____

(SEAL)