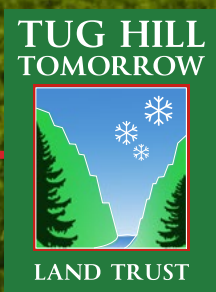


8 Steps to Completing a Conservation Easement



CONSERVING LAND

CONNECTING PEOPLE

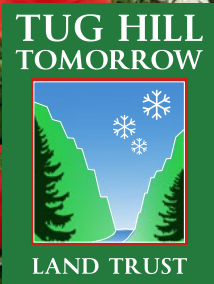
CELEBRATING NATURE



Initial site visit

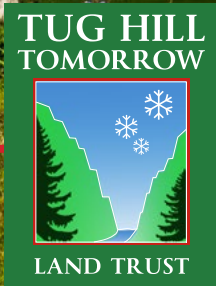
When you contact us regarding your interest in exploring protecting your land, we will make an appointment to visit with you and briefly walk the property under consideration.

During this first visit and property walk, we will begin to understand your conservation goals for the property and collect information about past and present land use, history of ownership, and the property's character and features. It may take more than one site visit to gain a full understanding of your property, your goals, and the conservation process.



Filling out landowner information form

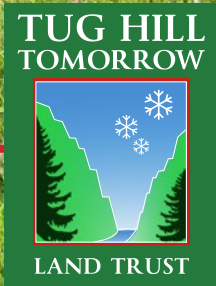
After our site visit, should you wish to proceed to the next step in the process, you will need to fill out the Landowner Information Form, which clarifies who owns the land, and other relevant information and send it back to us.



Board approval

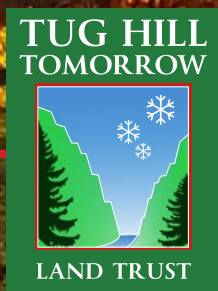
After we receive your Landowner Information Form, our Stewardship Committee will review the overall project characteristics to ensure it meets Tug Hill Tomorrow's mission and guidelines for land conservation projects.

If these guidelines are met, the Stewardship Committee will then recommend to the full board to move ahead with the project. The board, pursuant to national land trust standards will decide whether the project meets our land trust's program goals and if we have the current capacity to undertake the project.



Drafting the agreement

After the board approves your project concept, we will work with you to draft a conservation easement document that protects your land and achieves your vision of the property's future as it may evolve over time.

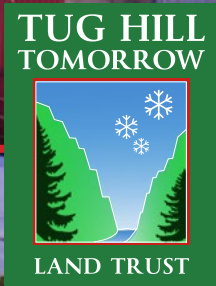


Reviewing the agreement

Once we have clarified the overall conservation goals of the project, we will send you a draft of an easement document for your review.

The easement document can be daunting, as it is written in legalese, so you are advised to take your time to review the document carefully.

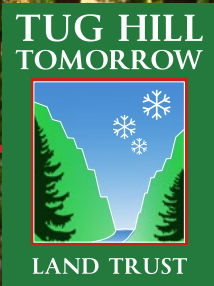
After you are comfortable with the terms of the easement and feel we have crafted a document that meets our collective goals, we recommend that you ask an attorney familiar with conservation easements to review the document.



Reviewing property title

The abstract of title must be updated and sent to THTLT's attorney for review.

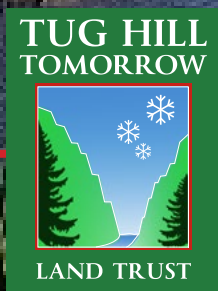
The title will be reviewed to ensure there is nothing that will prohibit the conservation easement from being valid such as mineral or gas leases, liens and mortgages. A plan to address any issues will be worked out.



Creating the Baseline documentation report

Baseline documentation usually includes a road map locating the property, aerial photos, survey maps, tax maps, information on specific historic, scenic, biologic, or recreation features, a property description, on-the-ground photographs, and any pertinent additional items.

The baseline documentation serves as a tool to help ensure the conservation easement is upheld, and understood, over time. It is possible that several visits



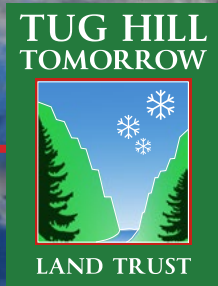
continues >>

to the property will be necessary to complete this required baseline documentation report.

You, as the landowner, are welcome, but not required, to be present each time Tug Hill Tomorrow returns to the property to work on the baseline documentation.

We will always call and arrange for permission to visit the property, regardless of whether you will be present or not.

Prior to the completion of the project, we will ask you to review the baseline documentation report and ensure it accurately reflects the property as related to the terms of the conservation easement.

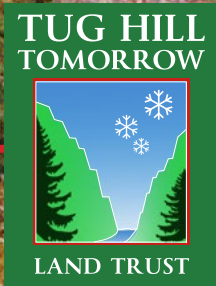


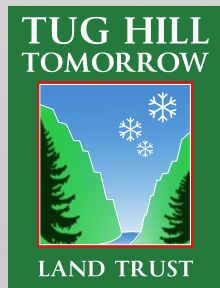
Completing the project

Once the language and terms of the easement are agreed upon all parties will sign the baseline report and conservation easement documents at a pre-scheduled project “closing”.

You do not need to be present if you will be out-of-town. We will then file the easement document with the deed at the county clerk’s office.

The original baseline report is stored in our office and you will receive a copy for your records. As soon as the easement is filed, Tug Hill Tomorrow assumes responsibility for monitoring the property annually and upholding the easement’s goals.





Tug Hill Tomorrow Land Trust

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The Accreditation Commission is an independent program of the Land Trust Alliance, a national land conservation organization.