



ALASKA ASSOCIATION FOR HISTORIC PRESERVATION EASEMENT PROGRAM

## PRESERVATION EASEMENT DONATION PROCESS CHECKLIST

Property Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Legal Description (USS, ASLS, Lot, Block, etc.):

Easement Grantor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### DONATION

1. Application      **DATE RECEIVED:** \_\_\_\_\_

- Owner information
- Statement of Encumbrances
- Description of architectural and/or historic significance
- Photos of all elevations and significant details
- Written description of property condition
- Renovation plans, if any
- Zoning information/development in surrounding neighborhood
- Description of threats to property
- Appraisal
- Application fee and AAHP Membership

### 2. STAFF REPORT

- Staff evaluation indicates property has potential to meet acceptance criteria.
- Staff report complete.

### 3. EASEMENT DONATION REVIEW

- Acceptance of easement donation by AAHP Easement Committee. Date: \_\_\_\_\_

#### 4. BOARD APPROVAL

- Easement donation accepted by AAHP Board of Directors or Executive Committee.  
Date: \_\_\_\_\_

#### PREPARATION FOR RECORDING

#### 5. FEES

- Staff has clarified all fees and fee structure with Grantor. Date: \_\_\_\_\_

#### 6. BASELINE DOCUMENTATION

- B&W photos and color slides as specified in AAHP Easement Procedures.
- Site plan sketch or plat map.
- Detailed written description of building and its condition, including systems and materials checklist.
- Additional historic or architectural info (SHPO, property tax data, tax photo).
- Documentation of development plans which will impact property.
- Detailed description of other conservation or cultural values, if associated.

#### 7. EASEMENT DOCUMENT PREPARATION

- Proposed easement document sent to grantor.
- Easement document approved by grantor.  
OR
- Grantor's and Easement Committee's attorneys complete document negotiations.

#### 8. MORTGAGE SUBORDINATION

- Subordination Agreement(s) signed by mortgage holder(s) provided by grantor.

#### 9. TAX BENEFIT

- Grantor has provided an appraisal that documents the before and after valuation of the easement.
- Staff has reviewed the appraisal and has considered signing IRS Form 8283.

#### 10. FEES PAID TO AAHP

- Monitoring and legal defense fee.
- Baseline documentation fee.
- AAHP incurred legal fees associated with easement donation.
- AAHP incurred fees for the use of experts.
- AAHP incurred fees for the recordation of easement documents.

#### 11. SIGNING

- Easement document signed by grantor and AAHP.
- Easement document notarized.

#### 12. RECORDING

- Easement document and recording fee taken by AAHP staff to the County Recorder's Office  
Date: \_\_\_\_\_
- Recorded easement document received at AAHP office. Date: \_\_\_\_\_