

Landmarks Historic Trust Corporation

26th floor, 414 E. 12th Street
Kansas City, MO 64106

PRESERVATION EASEMENT APPLICATION

Preliminary determination of your property's eligibility for an easement donation will be made upon receipt of the completed application form, renovation plans, and deposit, payable by check to the Landmarks Historic Trust Corporation.

Instructions: Please use a typewriter or print clearly in dark ink to complete the form. If additional space is needed, use the reverse side or a separate 8 1/2 x 11" sheet of paper clearly indicating the property's address.

Property to be considered for Preservation Easement donation

Address _____

City _____ State _____ Zip _____

Name & address of owner

Name _____

Address _____

City _____ State _____ Zip _____

Daytime Telephone Number _____

Person to contact (if other than Owner)

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Daytime Telephone Number _____

Email _____

Mortgage Lender

The IRS requires mortgage lenders to subordinate their rights to those of LHTC to enforce the conservation purposes of the donated easement. This will require a bank officer, or similar authority, to subordinate their rights to the easement. See paragraph 16 of the Standard Easement Deed.

Name _____

Bank _____

Address _____

Easement Holder

LHTC requires a copy of the appraiser's report showing the value of your easement donation as reported for Federal tax purposes.

Name _____

Address _____

Estimated market value of property \$ _____

Estimated value of proposed easement
Donation \$ _____

Prior to execution of the Easement, LHTC requires a cash contribution to its Easement Fund.

General Background:

Is property located within a historic district? If so, please specify.

Has or will property utilize investment credits? If so, attach NPS Part 2 to this application.

Is property listed on the National Register? If so, please specify.

Is property listed on local register of historic sites? If so, please specify.

Is property undergoing renovation? _____ Is an exterior renovation planned?

Data on building:

Date of construction: _____ Gross sq. ft.: _____

Use before rehab: _____ Proposed use: _____

Type of construction: _____

Data on rehabilitation project:

Project starting date (est): _____ Project completion date (est): _____

Estimated cost of rehab: _____ Proposed use: _____

Gross sq. ft. after rehab: _____

Floor area after rehab: _____

Project Team (if applicable)

Developer

Address _____ Phone: _____

Contractor

Address _____ Phone: _____

Attorney

Address _____ Phone : _____

SUBMITTAL REQUIREMENTS

The following items are required prior to review by the LHTC:

1. Completed application form.
2. Check made out to Landmarks Historic Trust Corp. in the amount of \$500.00 for income producing properties and \$100.00 for one and two family residential buildings. The deposit will be applied to the easement fee.
3. Plans and Specifications for renovation, if applicable.
4. Applications submitted after October 1st, for approval prior to year end, are subject to a late admission fee of \$3,000 .00 in addition to regular fees.

If an easement is accepted, the following documents are required **prior** to execution of the Deed.

1. LHTC Deed of Architectural Facade Easement, with Exhibits, signed by the appropriate party and notarized.
2. Copy of a current title report, not more than 90 days old, insuring title in the name of Grantor.
3. Copy of the certified plot of survey of the premises.
4. On-site professional quality photographs (8 x 10 - B&W) clear, and in focus, current photos showing all exterior/interior surfaces visible to the public. Each photograph should be labeled on the front side with the date taken, the scene described, and identifying letter (ie. B-1, B-2). If renovation is intended, photos should be prior to construction. The IRS requires that photography occur prior to the dedication of the easement.

On site professional quality photographs (3 1/2 x 5 Color) clear, and in focus, current photos showing all interior/exterior surfaces visible to the public. Photographs should be taken from various angles and include wide angles and close-up views of the building and details. If renovation is intended, photos should be prior to construction.

5. Current Casualty & Liability insurance certification listing Landmarks Historic Trust as an additional insured and states that subsequent insurance policies will list LHTC as an additional insured and Landmarks Historic Trust Corporation will be notified of changes in the policy.
6. Check(s) made out to Landmarks Historic Trust Corporation in the amount of the endowment fee, as determined by the LHTC, less the deposit.