

Conservation Tax Credit Transfer, LLC

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2011 SELLER REGISTRATION FORM

This Registration Form must be completed, signed and returned to us in order to register your Credit on our transfer priority list. Early registration is recommended.

List the name(s) and social security number(s) of all individuals who are the Donor(s) of the conservation easement:

NAME: _____ SS#: _____
(As it appears on your tax return)

NAME: _____ SS#: _____
(As it appears on your tax return)

Donor(s) contact information:

Send correspondence to:

ADDRESS 1: _____
(As it appears on your tax return)

ADDRESS 2: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME TEL #: _____ WORK TEL #: _____

CELL #: _____ FAX #: _____

E-MAIL: _____ COUNTY WHERE DONATION IS LOCATED: _____

Please complete the following if the Donor of the conservation easement is a "Pass-Through Entity:"

NAME: _____
(Enter the name of the Entity as it appears on its tax return)

TIN #: _____ AUTHORIZED SIGNATORY: _____

ADDRESS: _____
(As it appears on the Entity's tax return)

CITY: _____ STATE: _____ ZIP CODE: _____

Please complete the Donation Recipients information requested below:

DONATION RECIPIENT: _____
(Name of the land trust or governmental agency accepting your donation)

CONTACT PERSON: _____ TEL #: _____

DATE EASEMENT DONATION WAS RECORDED: _____

IF NOT YET RECORDED, ANTICIPATED DATE OF RECORDING: _____

Please complete the Appraisal information requested below:

APPRAISER: _____ TEL #: _____

APPRAISED VALUE OF THE EASEMENT DONATION: _____ OR,

IF NOT YET COMPLETE, ANTICIPATED VALUE OF THE DONATION: _____

APPRAISAL DATE: _____ OR, ANTICIPATED DATE OF COMPLETION: _____

Please answer the following questions:

MINERALS ON THE DONATED EASEMENT ARE: DONOR OWNED: _____ OR, PARTIALLY
OR COMPLETELY OWNED BY OTHERS: _____

IS THERE A MORTGAGE/LIEN ON THE DONATED EASEMENT? YES: _____ NO: _____

DO YOU PLAN TO USE ANY OF YOUR TAX CREDITS TO OFFSET YOUR PERSONAL 2011
STATE TAX LIABILITY?

YES: _____ NO: _____ IF YES, AMOUNT: _____

DID YOU MAKE AN EASEMENT DONATION PRIOR TO 2011?

YES: _____ NO: _____ IF SO, WHEN: _____ WERE ALL CREDITS USED? _____

IF SO, WHEN: _____

DO YOU PLAN ON MAKING ANOTHER CONSERVATION EASEMENT DONATION IN 2012?

YES: _____ NO: _____

Please sign and date this page and return a copy of the ENTIRE Enrollment Form to CTCT, LLC.

Donor(s) acknowledge and agree to the following:

1. I/We hereby enlist the services of Conservation Tax Credit Transfer, LLC to use its best efforts to facilitate the transfer and exchange of the above-referenced conservation tax credits, in one or more transactions, by April 15, 2012.
2. I/We hereby acknowledge that Conservation Tax Credit Transfer, LLC will make its best effort to facilitate the transfer/sale of the above-referenced Credits by finding qualified buyers for the Credits.
3. I/We hereby acknowledge that I/we will transfer/sell my/our conservation tax credits at the “going market rate.” The “going market rate” for credit transfers can fluctuate over the course of the transfer year based on the supply of credits and the availability of credit buyers.
4. I/We hereby acknowledge that I/we will be required to complete and sign an Agreement to Purchase and Sell in order to complete the transfer and exchange of my/our Credits.
5. I/We hereby agree to make the donation documents described above available to Conservation Tax Credit Transfer, LLC, for review in a timely manner.
6. I/We hereby acknowledge that following its review of the donation documents Conservation Tax Credit Transfer, LLC may choose not to transfer my/our Credits because it believes, in its sole discretion that the easement donation may not qualify for Credits.
7. I/We hereby acknowledge that Conservation Tax Credit Transfer, LLC, and its representatives, will serve as a facilitator and transaction broker, not as an agent for either the Seller or the Buyer.
8. I/We hereby acknowledge that Conservation Tax Credit Transfer, LLC, and its representatives are not providing tax, legal or other professional advice with regard to this transaction and have encouraged me/us to seek professional advice with regard to any and all aspects of this transaction.
9. I/We hereby give my/our permission to the appraiser of the above-referenced easement donation to distribute the appraisal, the appraisal affidavit and related appraisal documents to Conservation Tax Credit Transfer, LLC.
10. I/We hereby give my/our permission to the conservation donation recipient to provide Conservation Tax Credit Transfer, LLC with all the information related to the conservation donation to distribute to the parties involved with this transaction.
11. I/We hereby authorize Conservation Tax Credit Transfer, LLC to copy all of the documents submitted for review and to distribute them to the parties involved with this transaction as appropriate.
12. I/We hereby acknowledge that I/we have been informed by Conservation Tax Credit Transfer, LLC that the above information I/we have provided to Conservation Tax Credit Transfer, LLC will remain confidential except as required by federal and state laws. I/We understand that my/our personal information will not be used for any other purpose.

All Donors of the easement must sign and date this Seller Enrollment Form:

PRINTED NAME

SIGNATURE

DATE

*Conservation Tax Credit Transfer, LLC conduct a due diligence process based on state and federal laws and regulations for all of the documents involved in your easement donation before we facilitate the transfer of your conservation tax credit.. Please forward your donation documents to us **AS SOON AS YOU RECEIVE THEM**. When we receive your documents early in the process we have time to review them and arrange to have any changes made if needed.*

DONATION DOCUMENT CHECKLIST

- **2011 Seller Enrollment Form:** A donor signed enrollment form.
- **Qualified Appraisal Summary and Report:** An original copy with all addenda attached.
- **Recorded Deed of Conservation Easement:** And recorded amendments and/or assignments, if any.
- **Tax Credit Certificate:** The Tax Credit Certificate is issued by the Colorado Division of Real Estate (DRE), specifying the effective date and amount of the tax credit. The tax credit cannot be claimed until the Tax Credit Certificate is issued by DRE. The Tax Credit Certificate is obtained by completing the Tax Credit Application (which we can provide and assist you with completing), payment of the application fee and submission of required documents (recorded copy of the easement and copy of the Affidavit for Conservation Easement Appraisal). Please note it is helpful to list Conservation Tax Credit Transfer, LLC as the main contact on the application so that DRE can communicate with CTCT regarding the tax credit and the certificate.
- **Title Commitment:** A title commitment dated within **90 days** of the recording the conservation easement, title policy or title insurance showing that the title of the donated property is in the donor(s) name(s) at the time of the easement donation.
- **IRS Form 8283 (12-2006):** Please be sure the form has been completed as follows:
 - Page 2, Part I, 5 **(d), (e) and (f)** completed by the Donor(s)
 - Page 2, Part II – Donor(s) **do not** have to sign this form.
 - Page 2, Part III **completed and signed** by the Appraiser
 - Page 2, Part IV **completed and signed** by the Donee

Donors must attach the following statements to the above listed IRS Form 8283 (we can provide a sample statement form if needed):

- A statement identifying the conservation purposes furthered by the donation.
- A statement reflecting the Fair Market Value of the subject property before the donation and the Fair Market Value of the subject property after the donation.
- A statement as to whether you made the donation in order to get a permit or other approval from a local or other governing authority and whether the donation was required by a contract.
- A statement as to whether you or a related person has any interest in other property nearby that may be enhanced by the donation. If so, describe that interest.

- **Recorded Subordination Agreement:** If the subject property is encumbered by a mortgage(s), deed of trust(s) or other lien(s).
- **Mineral Report/Remoteness Letter:** If the mineral rights on the donated property are not owned by the donor(s) in whole or in part (severed mineral interests).
- **Baseline Inventory:** Provide a complete copy of the signed and acknowledged baseline inventory.
- **Donee Acknowledgement Letter:** A letter provided to the donor of the easement by the land trust, organization or agency accepting the donation. The letter must state whether any consideration was provided to the donor in exchange for the easement donation.
- **Operating/Partnership Agreement and Resolution:** If the donor of the easement is a “Pass-Through Entity” please provide us with a copy of the Entity’s Operating Agreement/Articles of Incorporation and the Entity’s resolution signed by all partners, shareholders or members and showing that each agrees to the transfer of conservation tax credits generated by the Entity’s donation.

COLORADO DEPARTMENT OF REVENUE REQUIRED FORMS

Please note it is imperative that the following forms are accurately completed AND SUBMITTED to the Department of Revenue with your Colorado State Income Tax Return. Failure to accurately complete or file the forms will result in the disallowance of your tax credit. We can assist you with completing these forms or you or your accountant can complete the forms.

- **FORM DR 1303** –
- **FORM DR 1304** –
- **FORM DR 1305** –
- **FORM DR 1299** –

NOTE: The DOR has not issued the 2011 version of the above forms. When the new forms are available we will forward them to you (likely mid-December 2011).

You will need to execute our “AGREEMENT TO PURCHASE AND SELL” in order for our firm to complete the transfer of your tax credit. We provide this document. This document will be reviewed and signed by both the Buyer of your tax credit and our firm, Conservation Tax Credit Transfer, LLC.
