Property Owner Consent **to Project and Consent to Easement**

**Background Information, Instructions, and Letter Template for Property Owner**

**General Considerations for the Property Owner Consent Letter**

* Owner consent to the project and commitment to a preservation easement or preservation agreement is required for the project to be eligible for a grant. **Failure to submit the required letter with the necessary language will result in your application being ineligible for consideration.** Using the sample text provided on the following page, attach a letter indicating the willingness of the property owner(s) to support the project and to convey to MHT a preservation easement or a preservation agreement on the project property.
	+ Insert the physical address of the property (not your mailing address).
	+ Have an authorized representative of the property owner sign the letter.
* If MHT already holds an easement on the property, you must still attach a letter confirming willingness to execute a modification to the existing deed of easement, if required.

**Info for Properties Requiring Conveyance of a New Easement or Modification of an Existing Easement**

* Detailed information about MHT’s easements can be found here: <https://mht.maryland.gov/Pages/easement/easement.aspx>
* An easement is a legal document executed between the owner of the property and MHT and is recorded in local land records.
* The easement must be completed before capital improvements begin and before any grant funds can be released.
* Legal documents required for the conveyance or modification of an easement are not eligible for reimbursement out of grant funds. Required documents may include a boundary survey; metes and bounds description; and Title Insurance or Certificate of Title acceptable to MHT, certifying the owner's title to the easement real property. In addition, an update of the title work will be due after the recordation of the Deed of Preservation Easement but prior to the disbursement of grant funds.

Johnnytown Historical Society

P.O. Box 1

Johnnytown, MD 00000

**Date**

**Stacy Montgomery**

**Capital Programs Administrator**

**Maryland Historical Trust**

**100 Community Place, 3rd Floor**

**Crownsville, MD 21032**

**Dear Ms. Montgomery,**

**As the owner(s) of the property located at [insert property’s physical address including street number/name, city, and zip code], for which a state grant is being sought, I/we confirm my/our willingness to support the project and convey to the Maryland Historical Trust a preservation easement or easement modification on the property or enter into a preservation agreement. I/we understand that my/our confirmation is a requirement of the grant application and that the preservation easement or preservation agreement imposes a financial obligation upon the property owner(s) and a legal encumbrance/lien upon the easement property.**

*[The letter must be signed by an authorized officer of the property owner organization.]*

  **Sincerely,**

 **Johnny Q. Johns**

 **President, Board of Trustees**

 **Johnnytown Historical Society**