



Date

Landowner Name
Address
City, State Zip

Subject: Maryland Environmental Trust (MET) Appraisal Policy and Procedures for
IRS Form 8283

Dear Landowner,

In order to help conservation easement donors and tax and appraisal professionals understand the process for submitting federal charitable donation tax forms, MET has prepared this letter and attached our policy document to explain the process for accurate reporting and smooth tax filing.

To receive a deduction for donating a gift of a conservation easement, a landowner must obtain an appraisal by an IRS qualified appraiser and complete Internal Revenue Service (IRS) Federal Form 8283 for noncash charitable contributions. The landowner is responsible for any determination of the value of the donation. The appraiser should be state-licensed and/or certified and follow the Uniform Standards of Professional Appraisal Practice (USPAP). For your convenience I am attaching materials on the current IRS requirements, a copy of IRS Form 8283 and instructions, and a copy of MET's Appraisal Policy. Please note one important timing requirement: the effective date of the appraisal must not be earlier than 60 days prior to the date of contribution, and not later than the tax return filing date for the tax year of the donation.

In order to comply with IRS rules and to protect the reputation of MET and donors against the appearance of impropriety, insider dealings and abusive transactions, MET will follow the procedure listed below before signing any 8283 Form:

1. The Landowner and Appraiser read MET's Appraisal Policy (attached).
2. The Landowner (or representative) fills out Form 8283. The information in Section B, Part 1, "Information on Donated Property," and Part 3, "Declaration of Appraiser," must be complete.



3. The Landowner and Appraiser MUST sign Form 8283 before MET's review and signature of it.
4. Landowner submits IRS form 8283 with a full and complete appraisal report (electronic copy preferred). To ensure sufficient time for MET staff review, MET requires that the IRS form 8283 and appraisal be submitted no less than 10 working days before the tax return is due.
5. MET returns IRS form 8283 to the Landowner to be filed with the federal income tax return. MET retains a copy of the IRS form 8283 and the appraisal report.

MET will work with landowners and their professional representatives to make this process as smooth and timely as possible. If you have any questions please do not hesitate to contact us.

Sincerely,

Conservation Easement Planner

Attachments:

- MET Appraisal Policies and Procedures
- IRS Form 8283
- IRS Notice 2006-96 "Guidance Regarding Appraisal Requirements for Noncash Charitable Contributions"