

January 1, 2013

Landowner Name
Address
City, State Zip

Re: Upstate Forever's Policies on Appraisals and IRS Form 8283

Dear Landowner:

It has been a pleasure working with you on the Conservation Agreement to protect your property in _____ County. The purpose of this letter is to explain to you and your professional advisors our policies relating to the appraisal and Form 8283.

In order for you to properly claim an income tax deduction for the Conservation Agreement, you must obtain an appraisal that complies with the Uniform Standards of Professional Appraisal Practice and complete and file Form 8283 with the Internal Revenue Service. The appraisal must be dated no earlier than 60 days before the closing of the conservation agreement and must be provided to us before closing unless there are exceptional circumstances.

Upstate Forever will sign the Form 8283 upon determining that all of the following conditions have been satisfied:

1. All information required by the Form has been provided;
2. The appraiser has signed the Form;
3. A copy of the final appraisal is provided to us. While Upstate Forever itself does not prepare appraisals, we reserve the right to review the appraisal and to decline to sign the Form 8283 if the appraisal either (1) clearly does not comply with applicable law and regulation or (2) is determined by our Land Trust Committee to be grossly excessive.

Please let me know if you have any questions or need any additional information.

Sincerely,

Erin Jordan Knight
Land Trust Director

I acknowledge my receipt and understanding of this letter.

Landowner Signature

Date