



# MICHIGAN HISTORIC PRESERVATION NETWORK

## MHPN Easement Donation Procedure

- 1. Application and initial consultation.** Following an initial telephone inquiry or written correspondence, a prospective donor is asked to complete and return a MHPN Preservation Easement Application and digital photos providing the background information on the historic property, along with \$250 non-refundable application fee (the donor receives one-year MHPN membership). Once the application is received, program staff will visit the property to evaluate significant features and discuss the donor's preservation goals. Staff calculates and provides the information of all fees to the donor. *There is no fee for the initial visit.*
- 2. Easement Review.** Staff submits the application with recommendation to Michigan Historic Preservation Network Preservation Easement Committee. The committee reviews the application and determines eligibility for preservation easement donation. The committee authorizes staff to enter into negotiations with the owner to accept a preservation easement on the property.
- 3. Easement Draft.** Negotiations begin between Michigan Historic Preservation Network and donor, including drafting of the preservation easement agreement by Michigan Historic Preservation Network attorney and other legal issues.
- 4. Data Collection.** Preservation Easement Program staff compiles architectural and historical background information about a prospective property, including a preliminary title search. Staff coordinates professional photography, develops floor plans (if it is an interior easement), site plans and other supporting documentation recorded as the Baseline with the preservation easement agreement.
- 5. Appraisal.** The donor obtains an appraisal on the property by a certified appraiser if the easement donation is for charitable donation purposes. MHPN must review the draft appraisal before the closing of the easement. For IRS purposes, the appraisal needs to be within 90 days of the close of the easement.
- 6. Document Revisions.** Final revision of legal documents and baseline documentation is completed by Michigan Historic Preservation Network for review by donor and the donor's attorney/advisors.
- 7. MHPN Board Review.** Staff presents a resolution to Michigan Historic Preservation Network Board of Directors. Michigan Historic Preservation Network Board of Directors vote to accept the donation of the preservation easement as negotiated between Michigan Historic Preservation Network and the donor.
- 8. Execution.** The Preservation Easement Agreement is executed (signed) by Michigan Historic Preservation Network and donor. All fees/suggested donations are paid to Michigan Historic Preservation Network at the time of closing of the easement.
- 9. Recordation.** Legal documents are recorded in the County Records.
- 10. Administration.** Michigan Historic Preservation Network's ongoing administration and enforcement begins upon recording of the legal documents.

For more information:  
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