

Landowner Checklist for completing a Safe Harbor Amendment

- Tell CCALT if you would like to pursue an amendment as soon as possible and no later than **June 23**.
 - The request must be submitted in writing to safeharbor@ccalt.org

- CCALT will provide you with a fully drafted amendment.

- Proof of title received by CCALT no later than **July 10**. Delivery via email to safeharbor@ccalt.org is preferred. Proof of title needs to confirm ownership of the property subject to the conservation easement. Proof of signatory authority is also required for any entities.
 - Proof of title confirming ownership of the property and showing whether or not there are any deed of trust, mortgages, liens, or other recorded documents impacting the property since the conservation easement was recorded. The following methods for confirming title are acceptable:
 - title commitment (effective date of June 1, 2023 or later)
 - owner and encumbrance report (effective date of June 1, 2023 or later)
 - email confirmation from title company
 - memo from your attorney

- Signed and notarized Amendment (with any other information filled in as applicable) and associated documents as described below received by CCALT no later than **July 18**.
 - Original Copy of the fully executed amendment
 - Original Copy of the fully executed subordination (if necessary)
 - Original Copy of the fully executed statement of authority (if needed)
 - We recommend sending these via FedEx or UPS (USPS is acceptable but may take 2 weeks to arrive) to:
 - CCALT
 - 7000 W 14th Ave
 - Lakewood, CO 80214

- CCALT will work to obtain approval from funding entities to record the amendment. Note we cannot guarantee approval. We will notify you one way or another once we have received a decision from the funder.

- CCALT will record the amendments provided we have received all required documents as described above by **July 18**.
- CCALT will provide proof of recording and a recorded copy.