

## SWCD Title Processing Guide for RIM Easements

SWCD	<ol style="list-style-type: none"> <li>1. Receive copy of signed agreement and approval letter from BWSR</li> <li>2. Coordinate with title agent and landowner to determine if abstract and/or abstract update is required. This requirement can vary by county, city, and title agent.</li> <li>3. Submit <a href="#">Title Insurance Request</a> form to title agent; include <a href="#">Specimen Title Insurance Policy</a>.</li> <li>4. Receive title commitment and check for the following: <ul style="list-style-type: none"> <li>• <u>Schedule A</u>: BWSR’s exact Legal Description and Exhibit ‘A’ map must be referenced and attached to the title commitment by the title company</li> <li>• <u>Schedule B-I (Requirements)</u>: Look for mortgages and other special landowner requirements. <b>Signed mortgagee consent forms should ideally be obtained prior to submitting all title documents for BWSR review. Signed consent forms must <u>not</u> be recorded at this time.</b></li> <li>• <u>Schedule B-II (Exceptions)</u>: Look for special exceptions that reference recorded documents. SWCDs must obtain copies of recorded documents and submit with commitment for BWSR review. Be aware that some title companies list mortgages on B-II instead of B-I.</li> </ul> </li> <li>5. Send the following for BWSR review (<a href="mailto:bwsr.rim@state.mn.us">bwsr.rim@state.mn.us</a>): <ul style="list-style-type: none"> <li>• Title commitment with copies of signed consent forms and recorded exception documents</li> <li>• All pages of complete draft (unsigned) <a href="#">RIM Conservation Plan</a> including signature page, practice plan, O&amp;M plan, and conservation plan map</li> </ul> </li> </ol>
BWSR	<ol style="list-style-type: none"> <li>6. BWSR title staff review commitment and associated documents</li> <li>7. Send email to SWCD with comments/questions for title agent and/or landowner (if applicable)</li> <li>8. BWSR staff review draft conservation plan and provide comments and questions to SWCD (if applicable)</li> </ol>
SWCD	<ol style="list-style-type: none"> <li>9. SWCD staff coordinate with title agent and landowner to address BWSR’s comments and questions on title commitment (if applicable). SWCD to forward BWSR’s exact comments/questions to the title agent and ask them to respond via email, then forward for BWSR approval.</li> <li>10. SWCD staff revise and re-submit RIM conservation plan (if applicable) for BWSR approval</li> </ol>
BWSR	<ol style="list-style-type: none"> <li>11. Title file goes to State Attorney General (AG) staff for review and approval</li> <li>12. BWSR sends instructional letter to SWCD along with the following: <ul style="list-style-type: none"> <li>• Easement document with attached Legal Description and Exhibit ‘A’ map</li> <li>• RIM conservation plan (to be signed by landowner)</li> <li>• 1099s Information Forms (if more than one easement grantor)</li> <li>• Instructions for Title Agent</li> </ul> </li> </ol>
SWCD	<ol style="list-style-type: none"> <li>13. SWCD contacts landowner to sign easement, conservation plan, and other items as applicable</li> <li>14. SWCD provides executed documents to title agent along with BWSR instructions from letter</li> <li>15. SWCD sends <u>original</u> title policy, recorded easement, etc. for final BWSR review (refer to letter)</li> </ol>
BWSR	<ol style="list-style-type: none"> <li>16. BWSR title staff review final documents; file goes to AG for final review and approval</li> <li>17. Easement payment to be issued to landowner within 30 calendar days of final AG <u>approval</u></li> <li>18. BWSR sends email to notify SWCD that easement payment has been mailed</li> <li>19. BWSR will follow up with SWCD to obtain utility confinement documents (if applicable)</li> </ol>

Refer to BWSR’s [Reinvest in Minnesota Handbook](#) for additional guidance and program details