

SWCD Title Processing Guide for RIM Easements

SWCD	<ol style="list-style-type: none"> 1. Receive copy of signed agreement and approval letter from BWSR via email. 2. Submit a Title Insurance Request form to title agent; include Specimen Title Insurance Policy. 3. At the same time, coordinate with the landowner to ensure their physical property abstract is either brought or mailed to your chosen title insurance company at their earliest convenience. 4. Receive title commitment and recorded exception documents (if any) from the title agent. 5. Send the following via email to the BWSR Easement Acquisition Specialist (EAS) assigned to the file: <ul style="list-style-type: none"> • Title commitment and recorded exception documents • All pages of complete draft (unsigned) RIM Conservation Plan including signature page, practice plan, O&M plan, and conservation plan map
BWSR	<ol style="list-style-type: none"> 6. BWSR EAS reviews title commitment and associated documents within two weeks of receipt. 7. EAS emails SWCD with comments/questions for title agent and/or landowner (if applicable). Email may also include documents requiring signature (i.e. mortgage subordination agreements, utility confinements, etc.) with instructions for next steps. 8. BWSR program manager reviews draft conservation plan and provides comments and questions to SWCD (if applicable).
SWCD	<ol style="list-style-type: none"> 9. SWCD staff coordinate with title agent and landowner to address BWSR's comments and questions on title commitment (if applicable). 10. SWCD staff coordinate with landowner to obtain signatures on documents requiring signature (i.e. mortgage subordination agreements, utility confinements, etc.) and send copies of signed but <u>un</u>recorded versions of these documents to BWSR for approval. 11. SWCD staff revise and re-submit RIM conservation plan (if applicable) for BWSR approval.
BWSR	<ol style="list-style-type: none"> 12. Title file goes to State Attorney General (AG) staff for review and approval 13. BWSR EAS sends instructional letter to SWCD along with the following (and other required items): <ul style="list-style-type: none"> • Easement document with attached Legal Description and Exhibit 'A' map • Conservation plan • 1099s Information Forms (if more than one easement grantor) • Instructions for Title Agent
SWCD	<ol style="list-style-type: none"> 14. SWCD contacts landowner to sign easement, conservation plan, and other items as applicable 15. SWCD provides executed documents to title agent along with BWSR instructions from letter 16. SWCD sends <u>original</u> title policy, recorded easement, etc. for final BWSR review (refer to letter)
BWSR	<ol style="list-style-type: none"> 17. BWSR EAS reviews final documents; file goes to AG for final review and approval 18. Easement payment to be issued to landowner within 30 calendar days of <u>final AG approval</u> 19. BWSR sends email to SWCD after payment has been issued
SWCD	<ol style="list-style-type: none"> 20. SWCD ensures correct easement boundary is posted in the field with appropriate signage 21. SWCD submits title insurance reimbursement request 22. SWCD submits conservation practice reimbursement request upon practice certification (if applicable)

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