INSTRUCTIONS AND INFORMATION NEEDED TO COMPLETE
FARMLAND DEVELOPMENT RIGHTS AGREEMENT (PA 116)
TRANSFER REQUEST

The person making the request must complete all four sections on the Transfer Request Form.

#1) and #2) - Information for these sections can be found on the current Farmland Development Rights Agreement.

#3) - Complete this section only if the new owner is a Corporation, Partnership, LLC, Trust, or other type of entity.

#4) - Please include contact information for the new owner of the property under agreement.

Attach a clear and complete copy of the legal document(s) used in the transfer of ownership to show the clear chain of title/ownership to the new owner. Be sure that the copies do not cut off portions of the legal document and that all pages are included.

The legal documents attached to this form must show, step-by-step, all ownership changes that have occurred starting from the owner(s) on the agreement (section #2 information) to the new owner(s). For example: if a landowner has passed away, include a copy of the death certificate; or if an individual has conveyed the property to a Trust, include a copy of the deed to the Trust.

These documents may include, but are not limited to (recorded and/or notarized):
1. Warranty Deed(s)
2. Quit Claim Deed(s)
3. Deed(s) to Trusts
4. Land Contract(s)
5. Death Certificate(s)
6. Letter of Authority Appointing Personal Representative for a deceased person
7. Durable Power of Attorney for a person who is delegated the authority to sign the Agreement for the landowner.

You may send the above information with the Transfer Request Form by mail, fax or email to:

MDARD-Farmland
PO BOX 30449
Lansing MI 48909

Fax: 517-335-3131
E-mail: MDARD-PA116@michigan.gov

If you have questions, please visit our website at www.michigan.gov/farmland or call our office at 517-284-5663.
Transfers are possible **ONLY IF ALL THE LAND COVERED BY THE AGREEMENT** is conveyed to the new owner(s); IF NOT or UNSURE, **STOP**. (see SPLITTING FARMLAND DEVELOPMENT RIGHTS AGREEMENTS or EARLY TERMINATION on www.michigan.gov/farmland).

All items must be completed with the **REQUIRED DOCUMENTATION** attached.

<table>
<thead>
<tr>
<th>NAME OF PERSON MAKING REQUEST:</th>
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<tbody>
<tr>
<td>MAILING ADDRESS:</td>
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<tr>
<td>CITY:</td>
</tr>
<tr>
<td>E-MAIL ADDRESS:</td>
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</tbody>
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**REQUIRED DOCUMENTATION:** (1) A copy of the complete executed deed or land contract. If more than one ownership transfer of the land covered by the agreement has occurred between the current agreement holders and the current landowners, provide all deeds, land contracts and/or death certificates used for the land transfers/sales; (2) If transfer is due to death, please provide a copy of the death certificate. A copy of deed is required if your name was not listed on the current agreement.

1) **Agreement Number:** _____ - ___________ - ___________
   You may obtain the Agreement number from the seller or a copy of the Agreement from the Register of Deeds of the County the land is located in.

2) **Name(s) as appears on current Agreement:**

3) **FOR A PARTNERSHIP/LLC/CORPORATION/TRUST**
   Name of entity exactly as it appears on deed or land contract:
   List all Partners/Members/Officers/Trustees – indicate title after name:
   1.  
   2.  
   3.  
   4.  

4) **NEW OWNER(S) MAILING ADDRESS:**
   CITY: | STATE: | ZIP CODE: |
   PHONE# | CELL# | E-MAIL |

Signature: Landowner/*Representative  Date: ______________________
*If you are signing on behalf of the landowner, please attach a copy of the legal document granting authority.