



## INSTRUCTIONS AND INFORMATION NEEDED TO COMPLETE TRANSFER REQUEST

Person making request must complete all blank fields 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 for the new owner – Individual(s), Corporation, Partnership, LLC, Trust, etc.

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

Attach clear and complete copy of the legal document(s) used in the transfer of ownership to create a clear chain of title/ownership to the new owner. Be sure copies are not cut off and 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):

- Warranty Deed
- Quit Claim Deed
- Trust Deed
- Land Contract
- Death Certificate
- Letter of Authority Appointing Personal Representative
- Durable Power of Attorney

**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](mailto:MDARD-PA116@Michigan.gov)**

If you have questions, visit our website at [Michigan.gov/Farmland](http://Michigan.gov/Farmland), or call our office at 517-284-5663.



## FARMLAND DEVELOPMENT RIGHTS AGREEMENT (PA 116) TRANSFER REQUEST

Please complete and return with all required documentation to:

517-284-5663 Office  
517-335-3131 Fax

MDARD-FARMLAND  
PO BOX 30449  
LANSING, MI 48909  
[MDARD-PA116@Michigan.gov](mailto:MDARD-PA116@Michigan.gov)

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 [Michigan.gov/Farmland](http://Michigan.gov/Farmland)).

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

NAME OF PERSON MAKING REQUEST:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
E-MAIL ADDRESS:		PHONE:

**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 the 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.

<b>1) Agreement Number:</b> _____ - _____ - _____ 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.
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<b>2) Name(s) as appears on current Agreement:</b>
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**List new owner(s) name(s) exactly as it appears on deed or land contract:**

**3a) FOR INDIVIDUAL(S)**

1.	2.
3.	4.

**3b) FOR A PARTNERSHIP/LLC/CORPORATION/TRUST**

Name of entity exactly as it appears on deed or land contract:
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List all Partners/Members/Officers/Trustees – indicate title after name.

1.	2.
3.	4.

<b>4) NEW OWNER(S) MAILING ADDRESS:</b>		
CITY:	STATE:	ZIP CODE:
PHONE:	CELL:	E-MAIL:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landowner/\*Representative

\*If you are signing on behalf of the landowner, please attach a copy of the legal document granting authority.