



**Maryland Department of Agriculture
MARYLAND AGRICULTURE WATER QUALITY COST-SHARE PROGRAM**

NOTICE TO TITLE EXAMINERS GUIDELINES

INSTRUCTIONS

Applicants receiving MACS payments greater than \$5,000 for a project are required to complete and submit to the Department a *Notice to Title Examiners* document prior to or accompanying a *Claim for Payment*. All fields within the form must be completed before presenting the form to the applicant for signature.

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Grantor Name(s) - All legal names listed on deed, unless there is a Power of Attorney, Special Power of Attorney, or Certificate of Resolution. If the property is owned by a business entity (e.g., LLC, LLP, Incorporation, etc.), list only the name of business entity.

Agreement Number – Agreement Number associated with the project. Please include the agreement prefix. Example: **AT**-2016-0001.

BMP Name(s) - List all practices implemented under this agreement including NRCS Practice Number or ACP Reference Number and Best Management Practice name.

County – Provide the county in which the deed was recorded. This should match with the deed referenced in the MACS Agreement.

Deed Date – Provide the date the deed was recorded by the County Clerk of Courts. This should match with the deed referenced in the MACS Agreement.

Liber/Folio – Provide the Liber and Folio associated with the recorded deed. This should match with the deed referenced in the MACS Agreement.

Note: Do not complete the blanks left for “dated this ____ day of _____”, or the blank left for “The Cost-Share Agreement shall terminate on _____”. These will be completed by the MACS Office.

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Underneath each signature line (SEAL), the full legal name of the grantor(s) must be entered. (Example: Robert instead of Bob)

Each person on the deed needs to be entered and all signatures notarized:

- If a person is deceased but remains listed on the deed, proof of authority to enter into a contract will be required. Please contact the MACS office for specific guidance regarding individual situations.
- If the agreement is between the Maryland Department of Agriculture and a business entity, then the name of the business entity should be typed along with the authorized representative's name.
- If another individual is signing on behalf of a grantor, their name should be typed underneath the line followed by POA or SPOA.

A copy of the Power of Attorney, Special Power of Attorney, or Certificate of Resolution must be attached to the Notice of Title Examiner form. A Certificate of Resolution is applicable when the agreement is between the Maryland Department of Agriculture and a business entity. The Certificate of Resolution ensures that the representative or agent of the business entity has authority to bind the business.

Signature Block Examples:

Grantor: Jane Doe
Jane Doe

POA, SPOA: Jane Doe, by John Doe, POA
Jane Doe, by John Doe under POA

Business: Jane Doe
Farm LLC, c/o Jane Doe