



# MANAGED TIMBERLAND PROGRAM

## Instructions for Completing the Contract and Application

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### CONTRACT FORM

1. You must have a minimum of **10 wooded acres** before submitting the completed contract. The land cannot be designated as subdivision. If you are in doubt, please contact your county assessor's office.
2. **Sign** and have your signature **notarized** by a notary public. All owners of the property must sign the document unless a power of attorney is submitted for the one signature. Your signature(s) and that of the notary public must be original signatures. Out of state notarization must comply with that particular state's requirements for mailing documents out of state (i.e. embossed seal, notary stamp, or no seal).
3. Please provide a mailing address to which we can mail any further correspondence, as well as a day time telephone number.
4. Send the **originally signed and notarized** contract to the Division of Forestry, 1900 Kanawha Boulevard East, Charleston, W.V., 25305-0184. The document must be postmarked with a date **on or before July 1** of the upcoming tax year.

### APPLICATION FORM

1. The application is the second document required for managed timberland consideration. This form identifies the property and is filed on a yearly basis.
2. **Sign** and have your signature **notarized** by a notary public. Again, all owners of the property must sign the document unless a power of attorney letter is submitted for the one signature. Your signature(s) and that of the notary public must be original signatures. Out of state notarization must comply with that particular state's requirements for mailing documents out of state (i.e. embossed seal, notary stamp, or no seal).
3. On the **reverse side** of the form you will be asked to **identify each parcel** of land by filling in the district, tax map number, parcel number, and acreage. If you do not know what this information should be, please phone your county assessor's office for assistance.
4. Send the **originally signed and notarized** application to the Division of Forestry, 1900 Kanawha Boulevard East, Charleston, W.V., 25305-0184. The document must be postmarked with a date **on or before September 1** of the upcoming tax year.

PLEASE NOTE: YOU MAY MAIL BOTH THE CONTRACT AND THE APPLICATION TOGETHER TO THE DIVISION OF FORESTRY, BUT THE ENVELOPE MUST BE POSTMARKED ON OR BEFORE THE **JULY 1 DATE**.