



PRESERVATION ALLIANCE

for greater philadelphia

[DATE]

[OWNER NAME AND ADDRESS]

Re: [PROPERTY ADDRESS]

Thank you for your interest in donating a preservation easement on the above-referenced property to the Preservation Alliance for Greater Philadelphia. We are prepared to accept the easement on this property.

In order to proceed with documentation of the easement and legal services to prepare the deed of easement and its exhibits, the Preservation Alliance requires prospective donors to sign a letter of intent and to provide an initial payment of **[DEPOSIT]**, made payable to "Preservation Alliance for Greater Philadelphia."

The deposit payment will be applied to the expenses associated with preparation of the easement. In the event that you decide not to proceed with the easement, the initial payment will be refunded, less any expenses for legal services or staff time incurred by the Preservation Alliance for preparation of easement materials.

At settlement, you will be required to reimburse the Preservation Alliance for any outstanding direct out-of-pocket expenses incurred in the preparation of the easement materials. In addition, once the appraisal is complete you will be asked to make a donation to the Preservation Alliance to support the easement program and in perpetuity monitoring of this easement. The donation is calculated on a case-by-case basis depending on the scope and anticipated associated future costs.

We are delighted that you are interested in donating a preservation easement to protect and preserve the historic character of [PROPERTY ADDRESS]. Please confirm your intent by signing and returning this letter to me along with the deposit indicated above.

Sincerely,

Paul Steinke
Executive Director

Authorized Signature

Date

Print Name

Title