



Natural Resources Conservation Service

**SAMPLE LETTER OF TENTATIVE SELECTION
(FOR PROJECTS REQUIRING INDIVIDUAL APPRAISALS)**

[Date]

[Landowner Name]

[Street Address]

[City, State Zip]

CERTIFIED - RETURN RECEIPT REQUESTED

Re: Wetlands Reserve Program (WRP) Tentative Selection Letter

Dear Landowner(s):

Your application for the Wetlands Reserve Program (WRP) has been received and is hereby tentatively selected. Your contract number is [Insert Contract Number]. Please refer to this number in future correspondence. This tentative selection does not officially bind the U.S. Government or you to an agreement at this point in time.

The next step in the acquisition process is for NRCS to order an appraisal on the land you wish to enroll into WRP. In order to proceed, you must submit the information listed below to [Insert NRCS Representative's Name] at [Insert NRCS Office Address] within 30 calendar days of receipt of this letter:

- 1) Recorded landowner's name, physical address, and telephone number
- 2) Written permission for the NRCS-selected appraiser to access the property for appraisal purposes
- 3) Copy of your deed showing proof of ownership
- 4) Copy of written recorded right of access to the easement area (this route will be described in the easement boundary survey)
- 5) Specific details of any existing easements, reservations, or other restrictions currently encumbering the subject property as will be evidenced by a future title search
- 6) Documentation of water rights owned, including wells on the property to be appraised.
- 7) Copy of completed Farm Service Agency Form [CCC-505](#) for any crop base acres or allotments that are located in the proposed easement area (contact your local NRCS for a copy and assistance with completing the CCC-505)
- 8) Documentation of agricultural production data (e.g., for the last 2 to 5 years, what crops were produced and what the typical yields were)

If you do not provide this information within 30 days, we will assume that you are no longer interested in moving forward with the easement, and we will remove your application from our funding list.

Once NRCS has received an acceptable appraisal, an offer to enroll in WRP may be extended to you; however, future funding is not guaranteed. If you have any questions or concerns, please feel free to contact [Add Name and Contact Information of NRCS Representative].

Sincerely,

[Name of State Conservationist]
State Conservationist

Attachment

cc: Local DC, NRCS

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