

Establishing an account in the Maine Conservation Easement Registry

www.maine.gov/online/spo/cer

A. First, create a new account. Visit the site listed above, read the overview of the registry that is presented, and select “Create an Account” (upper right). This process, including the confirming email, will take an estimated 15 minutes. You are encouraged to read the [FAQ's](#) completely before entering easement data. You will be creating a password to ensure that only you and the Registry Administer have edit access to your information.

Information you will need to establish an account:

- Your organization’s legal name (the same name registered with the Maine Secretary of State).
- Your organization’s Charter Number (see Maine’s [Secretary of State website](#) to look this up).
- The name of the individual person in your organization who will be the contact.
- Your organization’s phone number, mailing and email address.
- A valid credit card (MC or Visa) to pay the initial \$30 registration fee (this is an annual fee per organization, not per easement)

B. Once you have created an account, you can start entering (registering) your organization’s easements. Starting at the site above, login and choose “Add an easement”. Entering each easement will take an average of approximately 5-7 minutes (very large multi-town easements will take longer).

Tip: You may want to have the home page of the registry open in a separate window so that you have access to the [FAQ's](#) as you work.

Tip: Get all the information you will need to register each easement assembled and organized before you actually start the online data entry.

Information you will need to register an easement:

- Name of the Easement
- Name of original grantor (landowner who granted the easement)
- Current landowner (or landowners if eased property has been divided)
- Third party holders of the easement (if any)
- Date of execution of the easement
- The county(s) and town(s) within which the easement is located
- Approximate acreage of easement (by town if located in more than one town)
- Date of original easement recording
- Book & page number from the County Registry of Deeds (could be more than one of easement spans more than one county)
- Date of recording along with book/page registration information of any and all amendments to easement
- Date of most recent stewardship monitoring visit and report
- If your organization has its own easement tracking system you may have an “internal tracking number”. You have the option to enter this number in the Maine Registry. This will allow you to download your organization’s information from the Maine registry at any time to reconcile this information with your own records.

C. Once your easements have been registered, you will be able to edit them for accuracy, add future amendments, register transfers of easements to new holder, and register the termination of an easement (this will be very unusual). You will also be able to download your easement data to reconcile with your own records or for any other use. Downloads are displayed in comma-delimited format which can be easily cut and pasted into your own spreadsheet or database software. In 2010 and beyond, your annual report will consist of adding any new easements, confirming the monitoring status, and updating information on your existing easements