

Establishing an Account and Registering your Lands in the Maine Conservation Lands Registry

A. If you do not already have an account, you will need to create one

Visit the [Conservation Lands Registry](#) , read the overview about the registry that is provided and select “Create an Account”. This process, including the confirming email, will take an estimated 15 minutes. You are encouraged to completely read the FAQ’s [\(Frequently Asked Questions\)](#) before entering data.

This will require you to create a username and supply an email address for your organization to which you have access. The Registry will send a confirming email to that email address with your temporary password and instructions on how to activate the account. The initial activation will require

Name of Account Holder

Your organization’s Charter Number (see Maine’s Secretary of State website to look this up).

Account Holder Class (a suite of choices is provided)

Employer Identification Number (EIN) used for tax purposes

The name of the individual person in your organization who will be the point of contact for this registry.

Your organization’s phone number, mailing address and, email address.

A valid credit card (MC or Visa) to pay the initial registration fee

You will be prompted to pay a registration fee by credit card, (MasterCard or Visa). Please note that you cannot enter your registration data without first having entered a valid credit card number.

B. Registering your land

Once you have created an account, you can choose to:

- Edit Account Information
- Maintain or Report Easements
- Maintain or Report Fee Owned Conservation Lands

C. Registering Easements

When you select Maintain or Report Easements, you can start entering (registering) your organization's easements by selecting "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:

- Property Name (formerly Name of the Conservation Easement)
- Your Internal Tracking Number*
- Name of original grantor (landowner who granted the easement)
- Current landowner (or landowners if property has been divided)
- Third party holders of the easement (if any)
- Date of execution of the easement
- Easement Term (perpetual or limited in length)
- Date of most recent stewardship monitoring visit and report
- Property Location: Latitude & Longitude
- The county(s) and town(s) within which the easement is located
- Book & page number from the County Registry of Deeds (could be more than one if easement spans more than one county)
- Approximate acreage of easement (by town if located in more than one town)
- Tax Map & Lot numbers
- Date of recording along with book/page registration information of any and all amendments to easement

*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.

Once your conservation easements have been registered, you will be able to edit them for accuracy, add future references of amendments, register transfers of easements to new holder, and register the termination of a conservation 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. **From 2010 and beyond, your annual report will consist of adding any new easements, confirming the easement monitoring status, and updating information on your existing easements**

D. Registering Fee owned Conservation Lands

When you select Maintain or Report Fee Owned Conservation Lands, you can start entering (registering) your organization's conservation lands that are owned in fee by selecting "Add an owned property".

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 property assembled and organized before you actually start the online data entry.

You will need the following information:

- Property Name
- Your Internal Tracking Number*
- Name of original grantor (landowner from whom you acquired the property)
- Date of purchase
- Property Location: Latitude & Longitude
- Primary purpose of the conservation of the property
- Whether the property is used to generate income
- Current assessed value of the land
- Current tax status for the property
- Physical Address of the property
- Does a survey exist?
- Guaranteed public access?
- Deed restrictions and associated recording information
- Easement and associated recording information
- The county(s) and town(s) within which the easement is located
- Book & page number from the County Registry of Deeds
- Approximate acreage (by town if located in more than one town)
- Tax Map & Lot numbers
- Date of recording along with book/page registration information of any and all amendments

Once your fee owned conservation lands have been registered, you will be able to edit them for accuracy. You will also be able to download your 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. Once you have entered your fee owned conservation lands, your annual report will consist of adding any newly acquired properties and updating information on your existing fee owned conservation lands.