

IDAHO DEPARTMENT OF WATER RESOURCES
Proof Report

3/30/2023

Water Right 2-2219D

Owner Type **Name and Address**
Current Owner WINEMAKERS LLC
 PO BOX 1019
 SUNNYSIDE, WA 98944-1019
 (509) 836-2524

Original Owner CHARLES D PINTLER
 13541 SURREY LN
 NAMPA, ID 83686
 (208) 466-6951

Priority Date: 3/26/1963

Basis: Decreed

Status: Active

Source
SNAKE RIVER

Tributary
COLUMBIA RIVER

Beneficial Use	From	To	Diversion Rate	Volume
IRRIGATION	03/15	11/15	6.260 CFS	1,408.5 AF
	Total Diversion		6.260 CFS	1,408.5 AF

Source and Point(s) of Diversion:

SNAKE RIVER L3(SWNWNW) Sec. 16, Twp 01N, Rge 03W, CANYON County

Place Of Use:

IRRIGATION within CANYON County

Twp	Rng	Sec	NE				NW				SW				SE				Totals	
			NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE		
02N	03W	33														39.0	39.0	39.0	40.0	157.0
02N	03W	34										38.0	39.0	40.0	39.0					156.0

POU Total Acres: 313.0

Conditions of Approval:

1. C18 This partial decree is subject to such general provisions necessary for the definition of the rights or for the efficient administration of the water rights as may be ultimately determined by the Court at a point in time no later than the entry of a final unified decree. Section 42-1412(6), Idaho Code.
2. S39 The use of water for irrigation under this right may begin as early as March 1 and may continue to as late as November 15, provided other elements of the right are not exceeded. The use of water before March 15 and after November 15 under this remark is subordinate to all water rights having no subordinated early or late irrigation use and a priority date earlier than the date a partial

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3. F06 decree is entered for this right.
The following rights are also diverted through point of diversion described above: 2-68, 2-105, 2-2168, 2-2201, 2-2202, 2-2203, 2-2219C, 2-2219D, 2-2313, 2-10287, 2-10288, 2-10192, and 2-10193.
4. P21 This right is a split from former right 2-2219.

Comments:

1 bdanielson 6/15/2005 Delivery System
FROM ORIGINAL FIELD EXAM, TWELVE 600 HP PUMPS DIVERT WATER FROM SNAKE RIVER TO ACRES IRRIGATED. THE ORIGINAL LICENSE INACCURATELY DESCRIBED THE ACRES IRRIGATED IN SECTIONS 4 AND 33. DUE TO BETTER MAPS AND NAAPP PHOTOGRAPHY, THE ACTUAL 423 ACRES IRRIGATED ARE NOW CORRECTLY DESCRIBED ON THIS CLAIM.

2 AOlson 3/29/2023 Split Right
Split into 2-10650.

3 Clint.Lindow 3/29/2023 POU
Updated Shape

4 Clint.Lindow 3/29/2023 POU
Updated Pls

5 Clint.Lindow 3/30/2023 POU
Updated Shape

6 Clint.Lindow 3/30/2023 POU
Updated Pls

Dates and Other Information:

Decreed Date: 3/7/2011
Civil Case Number: 39576
Judicial District: FIFTH
State or Federal: S
Water District Number: NWD
Mitigation Plan: False

Combined Use Limits:

<u>Rate</u>	<u>Volume</u>	<u>Acres</u>	<u>Water Rights</u>
87.570			2-2201 ,2-2202 ,2-2203 ,2-105 ,2-2168 ,2-2313 ,2-2219C ,2-2219D ,2- 10192 ,2-10193 ,2-68 ,2-10287 ,2-10288

Element Reviewed/Verified Dates:

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<u>Element</u>	<u>Last Reviewed</u>	<u>Reviewer</u>	<u>Last Verified Date</u>	<u>Verifier</u>	<u>Status</u>
Priority Date	6/15/2005	bdanielson			Closed
POD	6/15/2005	bdanielson			Closed
Source	6/15/2005	bdanielson			Closed
POU	6/15/2005	bdanielson			Closed
Use	6/15/2005	bdanielson			Closed
Season	6/15/2005	bdanielson			Closed
Quantity	6/15/2005	bdanielson			Closed
Summary	6/15/2005	bdanielson	6/15/2005	bdanielson	Closed
Quantity	7/8/2005	srobischon			Closed
Contacts	10/28/2005	mmount			Closed
POU	3/15/2006	jdean			Closed

Verification Log

<u>Element</u>	<u>Date</u>	<u>User</u>	<u>Log Text</u>
POU	6/14/2005	bdanielson	Updated shape for Active POU
POD	6/14/2005	bdanielson	Updated shape
General	6/15/2005	bdanielson	(No) 1. Should this water use have been included in a later court decree of the water rights from this source? (Yes) 4. Is the basis of claim decree or license? (Yes) 5. Does the decree or license have a Priority Date? (Yes) 6. Did the Claimant claim the decreed or licensed Priority Date? (Yes) 15. Is the basis of claim coded correctly? (No) 16. Is a Priority Date remark and/or condition required?
POD	6/15/2005	bdanielson	(Yes) 1. Is the basis of this claim a Decree or License? (Yes) 4. Does the Decree or License have a POD? (Yes) 5. Can the claimed POD be verified using the water right file? (Yes) 10. Is a POD remark and/or condition required?
Source	6/15/2005	bdanielson	(Yes) 1. Is the basis of claim Decree or License? (Yes) 4. Does the Decree or License have a source? (Yes) 5. Can the claimed source be verified using the water right file? (No) 11. Is a Source remark and/or condition required?
POU	6/15/2005	bdanielson	(Yes) 1. Is the basis of this claim a Decree or License? (Yes) 2a. Is the POU required? (Yes) 5. Does the Decree or License have a POU? (Yes) 6. Can the claimed POU be verified using the water right file? (No) 14. Is a POU remark and/or condition required?
Use	6/15/2005	bdanielson	(Yes) 1. Is the basis of this claim a Decree or License? (Yes) 4. Does the Decree or License have a Purpose of Use? (Yes) 5. Can the claimed Purpose of Use be verified using the water right file? (No) 13. Is a Purpose of Use remark and/or condition required?
Season	6/15/2005	bdanielson	(Yes) 1. Is the basis of claim Decree or License? (Yes) 4. Does the Decree or License have a Period of Use? (Yes) 5. Can the claimed Period of Use be verified using the water right file? (Yes) 14. Is irrigation claimed as a Purpose of Use? (Yes) 16. Is the Period of Use on the decree, license or transfer shorter on either the start date or end date than allowable under current IDWR standards? (No) 17. Was the Period of Use shortened by a Transfer to a standard Period of Use that is shorter than the current standard Period of Use? (Yes) 18. Is a Period of Use remark and/or condition required?
Quantity	6/15/2005	bdanielson	(Yes) 1. Is the basis of this claim a Decree or License? (Yes) 4. Does the Decree or License have a diversion rate and/or volume? (Yes) 5. Can the claimed diversion rate and/or volume be verified using the water right file? (Yes) 8. Does the parent right have an annual diversion

IDAHO DEPARTMENT OF WATER RESOURCES

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Proof Report

Summary	6/15/2005	bdanielson	volume limit? (Yes) 10. Is a irrigation a purpose of use? (Yes) 12. Is a Quantity remark or condition required? Description for Question 10 - (420 Acres X 0.02 cfs) = 8.4 C.F.S. (Yes) 1. Is the basis of this claim a Decree, License, Permit, Application or Posted Notice? (No) 2. Does any evidence indicate a five year period of continuous nonuse occurred that could result in recommending forfeiture or partial forfeiture? (Yes) 5. Does this right have any combined use limits with other rights? (No) 6. Is an additional remark and/or condition required? (Yes) 7. Would you like to view the recommended right? (Yes) 8. Is this a split or combined right? (No) 9. Do you have documents you would like to attach or link to the file? (Yes) 10. Would you like to set the verification date?
Quantity	7/8/2005	srobischo	(Yes) 1. Is the basis of this claim a Decree or License? (Yes) 4. Does the Decree or License have a diversion rate and/or volume? (Yes) 5. Can the claimed diversion rate and/or volume be verified using the water right file? (Yes) 8. Does the parent right have an annual diversion volume limit? (Yes) 10. Is a irrigation a purpose of use? (No) 12. Is a Quantity remark or condition required? Description for Question 10 - 4.5 afy/ac * 420 ac = 1890 afy
Contacts	10/28/2005	mmount	(No) 1. Do you want to schedule an appointment? Comment for 1: desk review
POU	3/14/2006	jdean	Updated shape for Active POU
POU	3/15/2006	jdean	(Yes) 1. Is the basis of this claim a Decree or License? (Yes) 2a. Is the POU required? (Yes) 5. Does the Decree or License have a POU? (Yes) 6. Can the claimed POU be verified using the water right file? (No) 14. Is a POU remark and/or condition required?
POU	3/31/2006	jdean	Updated shape for Active POU

SubCase:

SubCaseNumber: 2-2219D

Class: 1

SF5 Filed Date:

Special Master Recom Signed Date:

Attorney Assigned:

Adjudication Agent:

Basis of Claim: License

Date Filed: 12/4/2007

Objection Status: Active

Water Supply Bank:

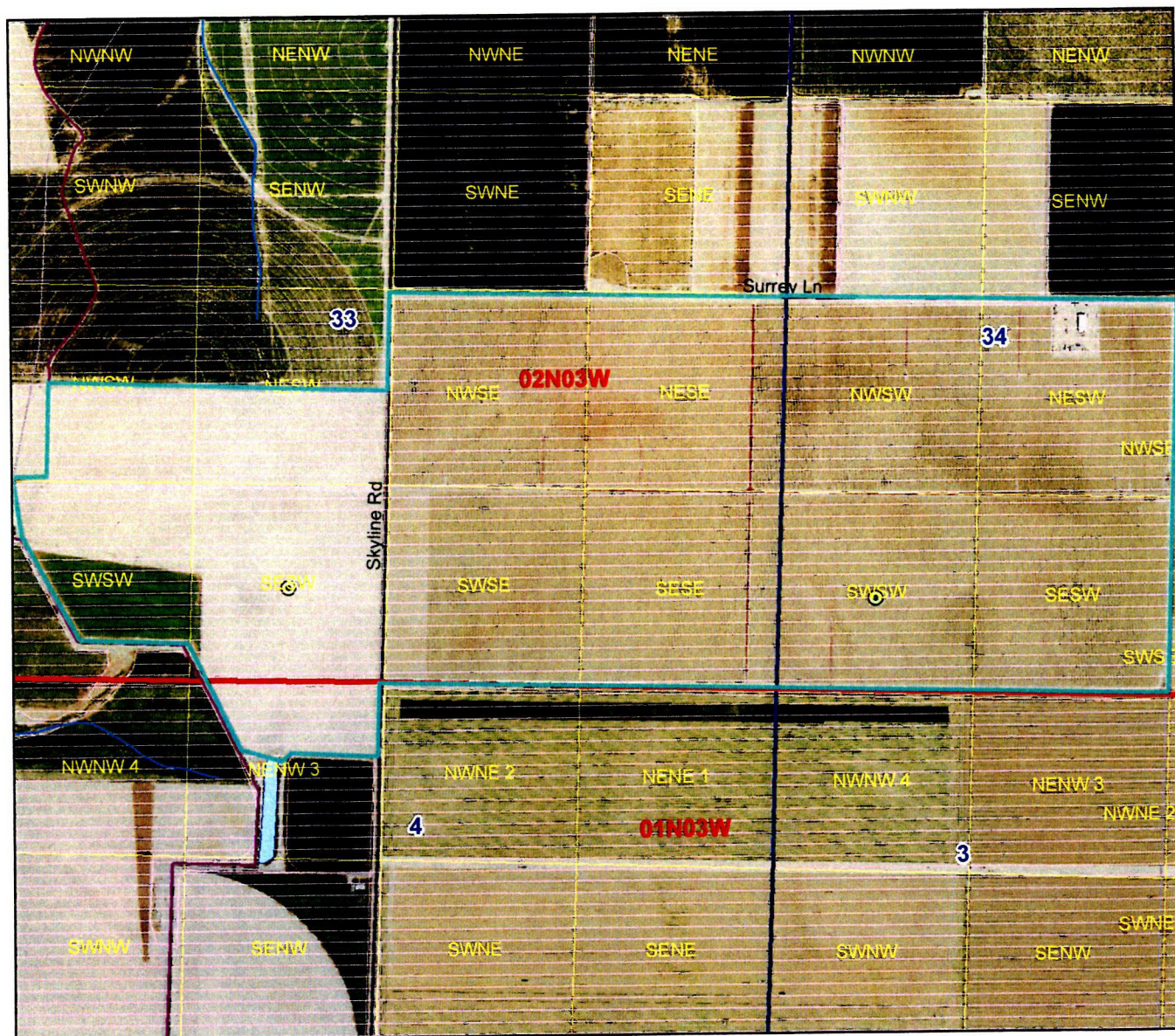
N/A

SCANNED

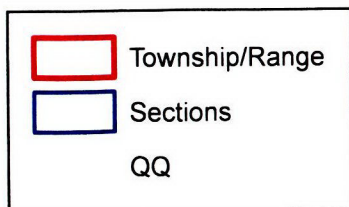
APR 04 2023

State of Idaho
Department of Water Resources
Attachment to Transfer
Before Split Water Right(s): 2-2219D *parent*

This map depicts the IRRIGATION place of use boundary for this water right at the time of this approval and is attached to the approval document solely for illustrative purposes.



0 0.125 0.25 0.5 Miles

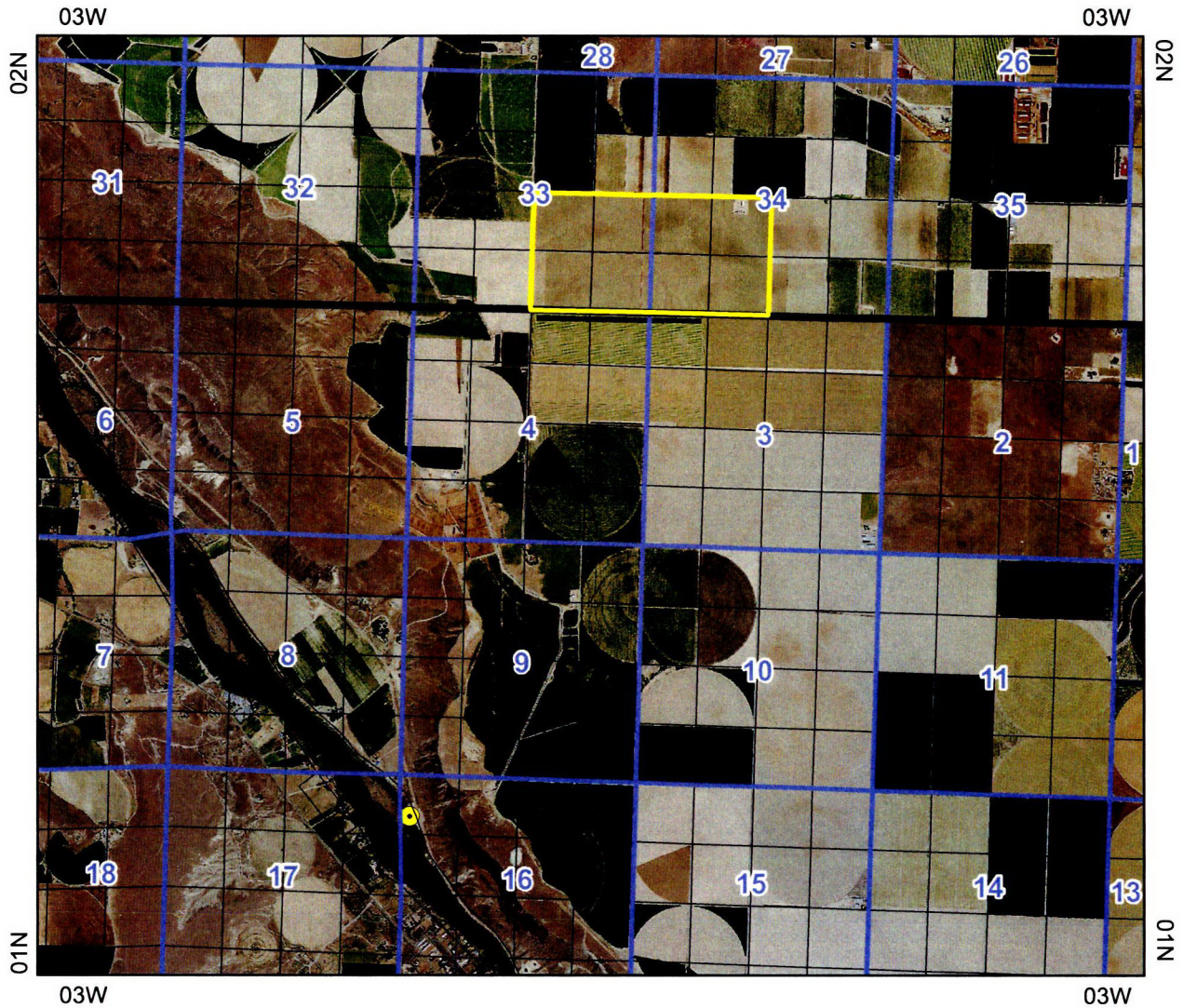


SCANNED
APR 04 2023

N

State of Idaho
Department of Water Resources
Attachment to Water Right
2-2219D

This map depicts the IRRIGATION place of use boundary for this water right at the time of this approval and is attached to the approval document solely for illustrative purposes.



0 0.5 1 2 Miles

-  Place Of Use Boundary
-  Townships
-  PLS Sections
-  Quarter Quarters
-  Point of Diversion

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APR 04 2023



STATE OF IDAHO
DEPARTMENT OF WATER RESOURCES

VDE RECEIVED

MAR 27 2023

WATER RESOURCES
WESTERN REGION

NOTICE OF CHANGE IN WATER RIGHT OWNERSHIP

1. List the numbers of all water rights and/or adjudication claim records to be changed. If you only acquired a portion of the water right or adjudication claim, check "Yes" in the "Split?" column. If the water right is leased to the Water Supply Bank, check "Yes". If you are not sure if the water right is leased to the Water Supply Bank, see #7 of the instructions.

Water Right/Claim No.	Split?	Leased to Water Supply Bank?	Water Right/Claim No.	Split?	Leased to Water Supply Bank?
2-2219D	Yes ☒	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐

2. Previous Owner's Name: Winemakers LLC

Name of current water right holder/claimant

3. New Owner(s)/Claimant(s): Farm Development Corporation

New owner(s) as listed on the conveyance document

Name connector ☐ and ☐ or

PO Box 1201

Boise

ID

83701

Mailing address

City

State

Zip

208-342-6524

damont@farmdevcorp.com

Telephone

Email

4. If the water rights and/or adjudication claims were split, how did the division occur?
- ☐ The water rights or claims were divided as specifically identified in a deed, contract, or other conveyance document.
- ☒ The water rights or claims were divided proportionately based on the portion of their place(s) of use acquired by the new owner.
5. Date you acquired the water rights and/or claims listed above: _____.
6. Do you own the land identified as the water right place of use? Yes ☒ No ☐
- o If no, attach evidence that written notice of the change of water right ownership has been delivered to the landowner of record.
7. This form must be signed and submitted with the following **REQUIRED** items:

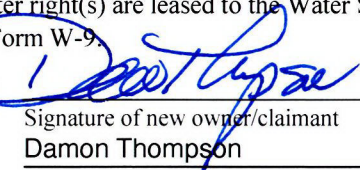
- ☒ A copy of the conveyance document – warranty deed, quitclaim deed, court decree, contract of sale, etc. The conveyance document must include a legal description of the property or description of the water right(s) if no land is conveyed.
- ☒ Plat map, survey map or aerial photograph which clearly shows the place of use and point of diversion for each water right and/or claim listed above (if necessary to clarify division of water rights or complex property descriptions).
- ☒ Filing fee (see instructions for further explanation):
- o \$25 per *undivided* water right.
 - o \$100 per *split* water right.
 - o No fee is required for pending adjudication claims.
- ☐ If water right(s) are leased to the Water Supply Bank AND there are multiple owners, a Lessor Designation form is required.
- ☐ If water right(s) are leased to the Water Supply Bank, the individual owner or designated lessor must complete, sign and submit an IRS Form W-9.

SUPPORT DATA

IN FILE # 2-2219D

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MAY 03 2023

8. Signature:  Secretary March 23, 2023
- Signature of new owner/claimant Title, if applicable Date
- Damon Thompson
- Print name

- Signature: _____ Title, if applicable _____ Date _____
- Signature of new owner/claimant Title, if applicable Date
- Print name

For IDWR Office Use Only:

Received by DM Date 3-27-23 Receipt No. WOS1097 Receipt Amt. \$100.00

Active in the Water Supply Bank? Yes ☐ No ☐ If yes, forward to the State Office for processing W-9 received? Yes ☐ No ☐

Name on W-9 _____ Approved by CL Processed by CL Date 3-31-23

2019-020638

RECORDED

05/15/2019 02:01 PM

CHRIS YAMAMOTO

CANYON COUNTY RECORDER

Pgs=3 PBRIDGES

\$15.00

TYPE: DEED

FIRST AMERICAN TITLE AND ESCROW

ELECTRONICALLY RECORDED

AFTER RECORDING MAIL TO:

Farm Development Corporation
P.O. Box 1201
Boise, ID 83701

ELECTRONICALLY RECORDED - DO NOT
REMOVE THE COUNTY STAMPED
PAGE AS IT IS NOW INCORPORATED
PART OF THE ORIGINAL DOCUMENT

WARRANTY DEED

File No.: **4101-3179732 (TD)**

Date: **May 03, 2019**

For Value Received, **Winemakers, LLC, a Washington limited liability company**, hereinafter referred to as Grantor, does hereby grant, bargain, sell and convey unto **Farm Development Corporation, an Idaho corporation**, hereinafter referred to as Grantee, whose current address is **P.O. Box 1201, Boise, ID 83701**, the following described premises, situated in **Canyon County, Idaho**, to wit:

LEGAL DESCRIPTION: Real property in the County of Canyon, State of Idaho, described as follows:

Parcel I:

A part of Government Lot 3, Section 4, Township 1 North, Range 3 West, Boise Meridian, Canyon County, Idaho:

Beginning at the Northeast corner of said Government Lot 3 (North Quarter corner) said corner monumented with 1/2 inch diameter iron pin the Real Point of Beginning; thence South 89°21'02" West, a distance of 1172.65 feet along the Northerly boundary of said Government Lot 3 to a 1/2 inch diameter iron pin; thence South 28°30'00" East, a distance of 521.30 feet to a 1/2 inch diameter iron pin; thence South 76°19'14" East, a distance of 288.01 feet to a 1/2 inch diameter iron pin; thence North 46°21'50" East, a distance of 79.80 feet to a 1/2 inch diameter iron pin; thence South 89°08'21" East, a distance of 585.30 feet to a point on the Easterly boundary of said Government Lot 3, said point monumented with a 1/2 inch diameter iron pin; thence North 0°06'59" East, a distance of 493.26 feet along the Easterly boundary of said Government Lot 3 to the Real Point of Beginning.

Parcel II:

A part of the Southwest Quarter Section 33, Township 2 North, Range 3 West, Boise Meridian, Canyon County, Idaho:

Beginning at the Southeast corner of said Southwest Quarter (South Quarter corner) said corner monumented with 1/2 inch diameter iron pin the Real Point of Beginning; thence

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MAY 03 2023

APN: 28759000 0

Warranty Deed
- continued

File No.: 4101-3179732 (TD)
Date: 05/03/2019

North 0°06'50" West, a distance of 1963.96 feet along the Easterly boundary of said Southwest Quarter to a ½ inch diameter iron pin; thence South 89°54'27" West, a distance of 2285.00 feet to a ½ inch diameter iron pin; thence South 0°30'25" East, a distance of 630.07 feet to a ½ inch diameter iron pin; thence South 87°13'37" West, a distance of 233.00 feet to a ½ inch diameter iron pin; thence South 10°53'12" East, a distance of 401.38 feet to a ½ inch diameter iron pin; thence South 30°51'30" East, a distance of 803.66 feet to a ½ inch diameter iron pin; thence South 89°55'13" East, a distance of 721.26 feet to a ½ inch diameter iron pin; thence South 28°30'00" East, 281.27 feet to a point on the Southerly boundary of said Southwest Quarter, said point monumented with a ½ inch diameter iron pin; thence North 89°21'02" East, a distance of 1172.65 feet along the Southerly boundary of said Southwest Quarter to the Real Point of Beginning.

APN: 28759000 0 and 30246011 0

TO HAVE AND TO HOLD the said premises, with their appurtenances, unto said Grantee, and to the Grantee's heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee, that the Grantor is the owner in fee simple of said premises; that said premises are free from all encumbrances except current years taxes, levies, and assessments, and except U.S. Patent reservations, restrictions, easements of record and easements visible upon the premises, and that Grantor will warrant and defend the same from all claims whatsoever.

File No.: **4101-3179732 (TD)**
Date: **05/03/2019**

By: Paul D. Lukas
Name: Paul D. Lukas
Title: Manager

Signature of Notary Public
My Commission Expires: 11-6-20





SCANNED

MAY 03 2023



IDAHO DEPARTMENT OF
WATER RESOURCES

Western Region • 2735 W Airport Way • Boise, ID 83705-5082

Phone: 208-334-2190 • Fax: 208-334-2348 • Email: westerninfo@idwr.idaho.gov • Web: idwr.idaho.gov

Governor Brad Little

Director Gary Spackman

March 31, 2023

FARM DEVELOPMENT CORPORATION
PO BOX 1201
BOISE, IDAHO 83701-1201

Re: Change in Water Right Ownership: 2-2219 D (Split into 2-2219 D and 2-10650),

Dear Water Right Holder(s):

The Department of Water Resources (Department) acknowledges the receipt of correspondence changing ownership of a portion of the above referenced water right(s) to you. The Department has modified its records based on the information received and has enclosed a computer-generated report for you.

Your portion of each water right(s) has a specified point of diversion, nature of use and place of use. If you plan to change the authorized point of diversion, nature of use, or place of use, including adding a new point of diversion, you must file an Application for Transfer of Water Right. If you do not plan to change any elements of your water right, then no further action is required at this time.

The portion of the water right retained by the original right holder retains the original water right number. The Department is sending the original right holder a copy of this letter and a computer-generated report showing the changes to the original water right.

Updating the ownership record for a water right does not reconfirm the validity of the right. When processing a Notice of Change in Water Right Ownership, the Department does not review the history of water use to determine if the right has been forfeited or deliberately abandoned through five years or more of non-use. To read more about water right forfeiture, including how to protect a water right from forfeiture, please see Idaho Code §§ 42-222 and 42-223.

Please note, water right owners are required to report any change of water right ownership and any change of mailing address to the Department within 120 days of the change. Reporting forms are available from any office of the Department, or from the Department's website.

If you have any questions concerning the enclosed information, please contact me at .

Sincerely,

Clint Lindow
Water Resource Agent
Enclosure(s) Cover sheet, Proof report, Map

SCANNER

MAY 03 2023



IDAHO DEPARTMENT OF
WATER RESOURCES

Western Region • 2735 W Airport Way • Boise, ID 83705-5082

Phone: 208-334-2190 • Fax: 208-334-2348 • Email: westerninfo@idwr.idaho.gov • Web: idwr.idaho.gov

Governor Brad Little

Director Gary Spackman

March 31, 2023

WINEMAKERS LLC
PO BOX 1019
SUNNYSIDE, WA 98944-1019
(509) 836-2524

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Sincerely,

Clint Lindow
Water Resource Agent
Enclosure(s) Cover sheet, Proof report, Map

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MAY 03 2023

RECEIVED

MAR 27 2023

WATER RESOURCES
WESTERN REGION

John Marshall Law PLLC

PO Box 2297
Boise, ID 83701

phone 208-991-2701
fax 208-906-8043
john@jmarshalllaw.com

March 23, 2023

Idaho Department of Water Resources, Western Region
2735 Airport Way
Boise, ID 83705-5082

Re: Notice of Change in Water Right Ownership

To Whom It May Concern:

On behalf of Farm Development Corporation, I am enclosing an executed Notice of Change in Water Right Ownership for water right 2-2219D. Farm Development purchased a 107-acre piece of property that corresponds to that portion of the water right that lies to the west of Skyline Road in Section 33 of Township 2N, Range 3W, and Section 4 of Township 1N, Range 3W. The split should be relatively straightforward, with the full portion of the water right in these two sections going to Farm Development, and the remainder staying with Winemakers LLC.

Please feel free to contact me should you have any questions.

Sincerely,



John M. Marshall

Cc: client

SCANNED

MAY 03 2023

OWNERSHIP CHANGE (O/C)Transfer # _____ WR #(s) 2-2219D Reviewer CL Date 3-31-22**OS2 – INITIAL REVIEW & FILE PREP**☒ **O/C Tracking Record**

Add new record(s) in Ownership Change Tracking workflow if not already recorded. If there are multiple incomplete records for same WR(s), coordinate with O/C processing staff.

☒ **Receipt Correct**

Fee is appropriate for number and split status of WRs. Receipt reflects correct amount and PCA code.

❖ **For Corrections:** Email Fiscal to request receipt corrections. Date Request Sent: _____

❖ **For Overpayments:** Note amount of overpayment to be refunded after processing: _____

☐ **If Transfer, give to WRA with transfer, otherwise continue review.**

☒ **WR Status in Info Search**

Basis is Licensed or Decreed, and Status is Active.

☒ **WR Water Supply Bank Status**

Review docs via Info Search to see if WSB Lease associated with WR(s). If WSB Lease, review agreement doc for expiration date. If current, send email to WSB State Office staff to coordinate processing O/C.

☒ **WR Owner in Info Search**

Compare current owner name(s) to new owner(s) on O/C form. If same, confirm O/C process already complete, then request refund, create return letter, mark Returned in O/C Tracking.

☒ **SRBA Decree Status**

Check the SRBA website (<http://srba.idaho.gov/SREPT.HTM>) to confirm the decree hasn't been rescinded or amended.

☒ **Note Relative Dates of License/Decree vs Ownership Document**

If ownership document dated prior to decree/license see WR Supervisor.

☒ **Review Conveyance Documentation and Signatures**

Confirm type of deed/document(s) submitted and signature(s) acceptable per Admin Memo Records Memo No. 9. Request any necessary additional information.

☒ **Create GIS shape of legal property description on deed/document(s)**

Use Deed Plotter to map property descriptions and create shape files for ArcMap as needed.

❖ **Save files to:** N:\WRPROCESSING\Ownership Change Processing\Deed Plotter Shapes

❖ **File name:** Date received & applicant name: _____

☒ **Compare legal property description to WR POU legal to ArcMap WR POU shape**

If split, forward the notice, this checklist, and any notes to the next WRA in line to process.

OS2 or WRA – PROCESS NOTICE☐ **Compare POU and Legal Description for Other Possible WRs**

If other WR(s) found to match deed, list them here to be included in acknowledgement letter:

☐ **For Splits: Print Proof Report and POD & POU Map BEFORE Split**

Use WR/Layouts tool to print map(s) including all POU shapes. Write "BEFORE SPLIT" at tops of documents.

☐ **Complete O/C in Workflow**

See Workflow Water Rights Process and confirm "Completion" status. Ensure all new owners are correctly listed, previous Representatives removed from WR record.

For Splits: Update WR in AdHoc

WR Status is Active and Draft is set to No. Conditions, POU shapes, and rates are correct for parent and child WR(s).

For Splits: Print Parent WR Proof Report and POD & POU Map AFTER Split

Use WR/Layouts tool to print map(s) including all POU shapes. Write "AFTER SPLIT" at tops of documents.

For Splits: Print Child WR Proof Report and POD & POU Map

Use WR/Layouts tool to print map(s) including all POU shapes. Write "CREATED BY SPLIT" at tops of documents.

Refund Overpayment

If applicable, email Fiscal to request refund as notated above in Initial Review section. Print 1 copy of refund request to be profiled into WR file.

❖ Date Request Sent: _____

OS2 or WRA – CORRESPONDENCE & PROFILING

Copies of the below documents should be prepared for:

- ❖ **WR Record** – 1 copy to be profiled as part of O/C correspondence
- ❖ **New Owner(s)** – 1 copy for each new owner at different mailing addresses
- ❖ **Split Parent Right Owner(s)** – 1 copy for parent right owners. Report & map for PARENT WR, not child WR.
- ❖ **Other Contacts** – If applicable, 1 copy for each Representative or Security Interest on WR.

Print Proof Report and POD & POU Map for WR Owners

Create Cover Letters

Generate "O/C Complete" or "O/C Split Complete" letter in O/C Tracking, including all affected WRs in one letter.

- ❖ **Additional WR(s):** If applicable, include information about other possible WRs found during review.
- ❖ **Refunds:** If applicable, include information about refund for any overpayment (see template).

Mail Documents to Owner(s)

Mail the above prepared cover letters, proof reports, and maps to all applicable contacts.

Initial and Date Bottom of Notice

Initial "Approved by" (if blank) and "Processed by" fields at bottom of Notice, and write in date of completion.

Organize Paperwork

Top to Bottom: Checklist, Transfer Memo, Notice & attachments, correspondence to owners, Split proof reports & maps

Prepare Internal Notes & Research (optional—for complex splits)

- ❖ Paperclip notes together at the back of the O/C packet with a sticky note indicating that they should be saved.
- ❖ Create a new folder in N:\WRPROCESSING\Ownership Change Processing\Complex Splits, using the O/C date received & applicant name for the folder name. Ex: 2021-12-31_JohnDoeRanch
- ❖ OS2 will scan notes to this folder, they will not be profiled with the rest of the O/C.

Return File to OS2 for Verification, Scanning and Profiling

OS2 will verify that all appropriate letters and documentation have been created and mailed, and O/C Tracking record is closed, completing any steps as necessary.

PROCESSING NOTES: