

STATE OF IDAHO
DEPARTMENT OF WATER RESOURCES

RECEIVED

AUG 02 2022

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?
65-10952	Yes ☐	Yes ☐		Yes ☐	Yes ☐
65-10953	Yes ☐	Yes ☐		Yes ☐	Yes ☐
65-22329	Yes ☐	Yes ☐		Yes ☐	Yes ☐
65-22776	Yes ☐	Yes ☐		Yes ☐	Yes ☐
65-22777	Yes ☐	Yes ☐		Yes ☐	Yes ☐

2. Previous Owner's Name: DOVEL, GEORGE W

Name of current water right holder/claimant

3. New Owner(s)/Claimant(s): SARA JANE BELLOCCHI, THEODORE C BELLOCCHI III

New owner(s) as listed on the conveyance document

Name connector

☒ and ☐ or

30 COYOTE POINT RD

Mailing address

HORSESHOE BEND

City

ID

State

83629

Zip

208.576.2428

Telephone

sarajanebellocchi@gmail.com

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: 7-21-2022

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 # 65-10952

MAY 19 2023

8. Signature: Sara Jane Bellocchi

Signature of new owner/claimant

Sara Jane Bellocchi

Print name

Title, if applicable

7/29/2022

Date

- Signature: Theodore C Bellocchi III

Signature of new owner/claimant

Theodore C Bellocchi III

Print name

Title, if applicable

7/29/2022

Date

For IDWR Office Use Only:

Received by LE

Date 08/02/2022

Receipt No. W050651

Receipt Amt. \$125.00

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 DM

Processed by DM

Date 5-18-2023



Order Number: 22454559

AE 18

Warranty Deed

For value received,

James Dovel and Matthew Dovel as Trustees of the George Dovel Family Trust dated June 1, 2017

the grantor, does hereby grant, bargain, sell, and convey unto

Sara Jane Bellocchi and Theodore C Bellocchi III, wife and husband and Jane C Weidner and Eric W. Weidner, wife and husband

whose current address is 30 Coyote Point Horseshoe Bend, ID 83629

the grantee, the following described premises, in Boise County, Idaho, to wit:

See Exhibit A, attached hereto and incorporated herein.

To have and to hold the said premises, with their appurtenances unto the said Grantee, its heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee, that Grantor is the owner in fee simple of said premises; that they are free from all encumbrances except those to which this conveyance is expressly made subject and those made, suffered or done by the Grantee; and subject to all existing patent reservations, easements, right(s) of way, protective covenants, zoning ordinances, and applicable building codes, laws and regulations, general taxes and assessments, including irrigation and utility assessments (if any) for the current year, which are not due and payable, and that Grantor will warrant and defend the same from all lawful claims whatsoever. Whenever the context so requires, the singular number includes the plural.

Remainder of page intentionally left blank.

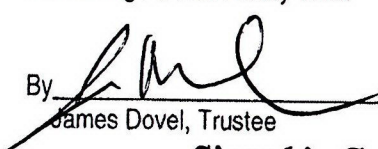
SCANNED

MAY 19 2023

Dated: July 14, 2022

The George Dovel Family Trust

By


James Dovel, Trustee

Signed in Counterpart

By

Matthew Dovel, Trustee

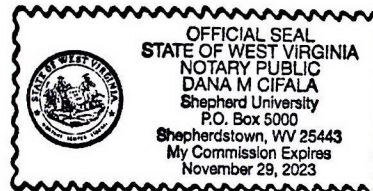
State of West Virginia
County of Jefferson, ss.

On this 18 day of July in the year of 2022, before me, the undersigned, a notary public in and for said state personally appeared James Dovel, known or identified to me to be the person whose name is subscribed to the within instrument, as trustee of The George Dovel Family Trust and acknowledged to me that he/she executed the same as trustee.


Notary Public

Residing In:

My Commission Expires: November 29, 2023
(seal)



State of Idaho ,
County of Ada, ss.

On this _____ day of July in the year of 2022, before me, the undersigned, a notary public in and for said state personally appeared Matthew Dovel, known or identified to me to be the person whose name is subscribed to the within instrument, as trustee of The George Dovel Family Trust and acknowledged to me that he/she executed the same as trustee.

Notary Public

Residing In:

My Commission Expires:
(seal)

SCANNED

MAY 19 2023

Dated: July 14, 2022

The George Dovel Family Trust

Signed in Counterpart

By _____
James Dovel, Trustee

By _____
Matthew Dovel, Trustee

State of _____,
County of _____, ss.

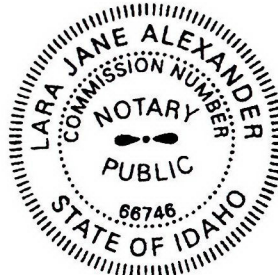
On this _____ day of July in the year of 2022, before me, the undersigned, a notary public in and for said state personally appeared James Dovel, known or identified to me to be the person whose name is subscribed to the within instrument, as trustee of The George Dovel Family Trust and acknowledged to me that he/she executed the same as trustee.

Notary Public
Residing In:
My Commission Expires:
(seal)

State of Idaho, Boise
County of Ada, ss.

On this 14th day of July in the year of 2022, before me, the undersigned, a notary public in and for said state personally appeared Matthew Dovel, known or identified to me to be the person whose name is subscribed to the within instrument, as trustee of The George Dovel Family Trust and acknowledged to me that he/she executed the same as trustee.

Notary Public
Residing In: Garden Valley, ID
My Commission Expires: 12-4-2027
(seal)



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EXHIBIT A
LEGAL DESCRIPTION OF THE PREMISES

Parcel I:

A parcel of land located in the Southwest 1/4 of Section 12 and Northwest 1/4 of Section 13, T.7N., R.2E., B.M., Boise County, Idaho described as follows:

Commencing at a brass cap, marking the Southwest corner of Section 12; thence South 89°41'36" East along the South line of said section, 423.42 feet to a point on the centerline of a County Road, said point being the REAL POINT OF BEGINNING;
Thence North 54°55'00" East, 619.44 feet to a point of curve;
Thence 482.87 feet along said curve to the right, whose central angle is 02°46'00", whose radius is 10,000.00 feet, whose length is 482.87 feet, whose long chord bears North 56°18'00" East, 482.83 feet to a point of tangent;
Thence North 57°41'00" East, 59.40 feet to a point in intersection of County Roads;
Thence South 03°54'25" East, 24.05 feet along centerline of County Road to a point of curve;
Thence 104.20 feet along said curve to the right, whose central angle is 45°55'20" whose radius is 130.00 feet; whose long chord bears South 19°03'15" West, 101.43 feet to a point of tangent;
Thence South 42°00'55" West, 213.36 feet along centerline of County Road to a point of curve;
Thence 150.21 feet along said curve to the left, whose central angle is 67°46'08", whose radius is 127.00 feet, whose long chord bears South 08°09'51" West, 141.61 feet to a point of tangent;
Thence South 25°45'13" East, 71.31 feet along the centerline of County Road to a point of curve;
Thence 145.99 feet along said curve to the right, whose central angle is 83°39'13", whose radius is 100.00 feet, whose long chord bears South 16°04'23" West, 133.37 feet to a point of tangent;
Thence South 57°54'00" West, 184.45 feet along the centerline of County Road to a point of curve;
Thence 47.01 feet along said curve to the left whose central angle is 23°25'14", whose radius is 115.00 feet, whose long chord bears South 43°42'19" West, 44.68 feet to a point;
Thence leaving the County Road North 58°00'10" West, 38.52 feet to a point;
Thence South 67°24'18" West, 187.18 feet to a point;
Thence South 42°55'11" West, 254.06 feet to a point;
Thence South 15°12'07" West, 25.87 feet to a point;
Thence South 35°46'24" West, 379.74 feet to a point;
Thence North 88°00'57" West, 318.64 feet to a point;
Thence North 70°57'14" West, 69.93 feet to a point;
Thence North 00°06'32" West, 351.00 feet to a point of beginning of curve;
Thence 193.59 feet along said curve to the left, whose central angle is 11°48'00" whose radius is 940.00 feet, whose long chord bears North 60°48'00" East, 193.25 feet to a point of tangent;
Thence North 54°55'00" East, 310.57 feet along the centerline of County Road to the REAL POINT OF BEGINNING.

Parcel II:

An ingress and egress easement over the following described parcel:

Commencing at a brass cap marking the Northwest corner of section 13, T.7N., R.2E., B.M., Boise County, Idaho;
Thence South 89°41'36" East along the North line of said section, 1,104.86 feet to a point on the centerline of a County Road;
Thence South 57°54'00" West along said road 93.41 feet to a point of curve;
Thence 47.01 feet along said curve to the left whose central angle is 23°25'14", whose radius is 115.00 feet, whose long chord bears South 43°42'19" West, 44.68 feet to a point;

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MAY 19 2023

Thence leaving the County Road North 58°00'10" West, 38.52 feet to a point, said point being the REAL POINT OF BEGINNING.

Thence South 03°20'58" West, 23.66 feet to a point;

Thence South 67°46'02" West, 166.54 feet to a point;

Thence South 47°56'25" West, 39.60 feet to a point;

Thence North 15°12'07" East, 25.87 feet to a point;

Thence North 42°55'11" East, 254.06 feet to a point;

Thence North 67°24'18" East, 187.18 feet to the REAL POINT OF BEGINNING. ✨

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MAY 19 2023



RE-32 MULTIPLE COUNTER OFFER # 1 (ONE) (1,2,3 etc.)

THIS COUNTER OFFER SUPERSEDES ALL PRIOR COUNTER OFFERS

THIS IS A LEGALLY BINDING CONTRACT, READ THE ENTIRE DOCUMENT, INCLUDING ANY ATTACHMENTS.
IF YOU HAVE ANY QUESTIONS, CONSULT YOUR ATTORNEY AND/OR ACCOUNTANT BEFORE SIGNING.

OCTOBER 2021
EDITION

1 Today's Date: 06/16/2022

2

3 This is a Multiple Counter Offer to the Purchase and Sale Agreement Dated: 06/15/2022

4

5 ADDRESS: 434 Pioneer Rd Horseshoe Bend ID 83629 ID#: 434Pioneer

6

7 BUYER: Sara Bellocchi & Theodore Bellocchi & Jane Weidner

8

9 SELLER: The George Dovel Family Trust - Trustee James Charles Dovel & The George Dovel Family Trust - Trustee Matthew Dovel

RECEIVED
Aug 02, 2022
DEPARTMENT OF
WATER RESOURCES

11 Acceptance of the above referenced Purchase and Sale Agreement and/or any applicable Counter Offer is contingent upon agreement to the following terms:

12

13 SELLER is making one or more counter offer(s) to other prospective BUYER(s) on terms that may or may not be the same or similar to the terms contained herein. Acceptance of this Multiple Counter Offer by BUYER shall not be binding unless and until it is subsequently re-signed by SELLER and the re-signed copy is delivered in person or by mail, facsimile or electronic transmission to the BUYER or BUYER'S Agent within the time specified herein on line 56.

17

18 The Parties understand and agree that SELLER is not obligated to accept any offer, counter offer or multiple counter offer submitted. Further, the Parties understand and agree that SELLER may sell the property to any person and upon any terms deemed acceptable to the SELLER, in the SELLER'S sole discretion, whether or not the terms of the final sale are the same, similar or different to the terms contained herein. Until Final Acceptance has occurred either Party may withdraw any offer, counter offer or multiple counter offer to buy or sell the PROPERTY.

- 22 1. Seller to split equally water right #65-22776 with neighbor prior to closing.
- 23 2. Buyers to submit Highest and Best.
- 24 3. Buyers to acknowledge purchase is AS-IS and location & condition of septic & water is unknown.
- 25
- 26 END

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MAY 19 2023

37 To the extent the terms of this Multiple Counter Offer modify or conflict with any provisions of the Purchase and Sale Agreement including all prior Addendums and Counter Offers, these terms shall control. All other terms of the Real Estate Purchase and Sale Agreement including all prior Addendums or Counter Offers not modified by this Multiple Counter Offer shall remain the same. Buyer and Seller acknowledge the down payment and/or loan amount on Page 1 of Purchase & Sale Agreement may change if purchase price is changed as part of this Counter Offer. If original offer has expired, has been revoked and/or acceptance is late, then execution of this Multiple Counter Offer by Buyer and Seller granting Final Acceptance shall constitute consent to revive and retender the original offer. Upon its execution by both parties, this agreement is made an integral part of the aforementioned Agreement. Unless Acceptance of this Multiple Counter Offer is signed by BUYER and a signed copy delivered in person or by mail, facsimile, or electronic transmission and received by SELLER or SELLER'S Agent by (date): 06/18/2022 at 6 ☐ A.M. ☒ P.M., this Multiple Counter Offer shall be considered expired. SELLER acknowledges receipt of a copy hereof.

48 SELLER: James Charles Dovel Dated: 06/16/2022 Time: 2:02 PM ☐ A.M. ☐ P.M.

49

50 SELLER: Matthew Dovel Dated: 06/16/2022 Time: 2:12 PM ☐ A.M. ☐ P.M.

51

52 Matthew Dovel

BUYER'S ACCEPTANCE

54 The BUYER hereby agrees to the terms and conditions of this Multiple Counter Offer and acknowledges receipt of a copy hereof. Unless Final Acceptance of this Multiple Counter Offer is signed by SELLER and a signed copy delivered in person or by mail, facsimile, or electronic transmission and received by BUYER or BUYER'S Agent by (date): 06/16/2022 at 06/16/2022 ☐ A.M. ☐ P.M., this Multiple Counter Offer shall be considered expired.

57 BUYER: Sara Bellocchi Theodore Bellocchi Dated: 06/16/22 06/16/22 Time: 4:50 PM ☐ A.M. ☐ P.M.

58

59 BUYER: Sara Bellocchi & Theodore Bellocchi Dated: 06/16/22 Time: 4:50 PM ☐ A.M. ☐ P.M.

60

61 Jane Weidner

SELLER'S FINAL ACCEPTANCE

63 Signature by SELLER below and delivery to BUYER or BUYER'S Agent as indicated above creates a Final Acceptance and a binding agreement. SELLER agrees to sell the PROPERTY to the BUYER subject to the terms and conditions contained herein.

66 SELLER: _____ Dated: _____ Time: _____ ☐ A.M. ☐ P.M.

67

68

69 SELLER: _____ Dated: _____ Time: _____ ☐ A.M. ☐ P.M.

Evans, Lynne

From: Sara Jane Bellocchi <sarajanebellocchi@gmail.com>
Sent: Tuesday, August 2, 2022 9:14 AM
To: IDWR File
Subject: Attention Linne
Attachments: Water Rights Addendum.pdf

Linne,

Please see attached for agreement to 65-22776 Split equally.

Let us know if anything additional is needed.

Sara Jane and Theodore Bellocchi
c.208.576.2428

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MAY 19 2023

IN THE DISTRICT COURT OF THE FIFTH JUDICIAL DISTRICT OF THE
STATE OF IDAHO, IN AND FOR THE COUNTY OF TWIN FALLS

In Re SRBA)
Case No. 39576)
PARTIAL DECREE PURSUANT TO
I.R.C.P. 54(b) FOR
Water Right 65-10952

NAME AND ADDRESS: GEORGE DOVEL
RT 1 BOX 61
HORSESHOE BEND, ID 83629

SOURCE: SPRING TRIBUTARY: PORTER CREEK
QUANTITY: 0.04 CFS
1.20 AFY

THE QUANTITY OF WATER UNDER THIS RIGHT SHALL NOT EXCEED 13,000
GALLONS PER DAY.

USE OF THIS RIGHT WITH RIGHT NO. 65-10953 IS LIMITED TO A
TOTAL COMBINED DIVERSION RATE OF .04 CFS AND TO A TOTAL
COMBINED ANNUAL DIVERSION VOLUME OF 1.2 AF.

PRIORITY DATE: 06/01/1900

POINT OF DIVERSION: T07N R02E S12 SWSW Within Boise County

PURPOSE AND PERIOD OF USE:	PURPOSE OF USE	PERIOD OF USE	QUANTITY
	Domestic 1 HOME	01-01 TO 12-31	0.04 CFS 1.20 AFY

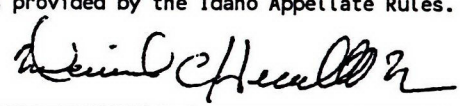
PLACE OF USE: Domestic T07N R02E S12 SWSW Within Boise County

OTHER PROVISIONS NECESSARY FOR DEFINITION OR ADMINISTRATION OF THIS WATER RIGHT:

THE QUANTITY OF WATER DECREED FOR THIS WATER RIGHT IS NOT A
DETERMINATION OF HISTORICAL BENEFICIAL USE.

RULE 54(b) CERTIFICATE

With respect to the issues determined by the above judgment or order, it is hereby CERTIFIED, in accordance with Rule 54(b), I.R.C.P., that the court has determined that there is no just reason for delay of the entry of a final judgment and that the court has and does hereby direct that the above judgment or order shall be a final judgment upon which execution may issue and an appeal may be taken as provided by the Idaho Appellate Rules.


Daniel C. Hurlbutt, JR.
Presiding Judge
Snake River Basin Adjudication

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SEP 19 2023



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

May 18, 2023

SARA J BELLOCCHI & THEODORE C BELLOCCHI III
30 COYOTE POINT RD
HORSESHOE BND ID 83629-8054

Re: Change in Ownership for Water Right No(s): 65-10952, 65-10953, 65-22329, 65-22776, 65-22777

Dear Water Right Holder(s):

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

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 (208)605-4620.

Sincerely,

Debra Mansfield
Office Specialist II

Enclosure(s)

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MAY 19 2023

OWNERSHIP CHANGE (O/C)

Transfer # _____ WR #(s) 65-10952, 65-10953, 65-22329 Reviewer DM Date 5-18-23
65-22776, 65-22777

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: _____

NA 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: 8-2-2022 Bellochi (Parcel 1 of 2 / Parcel 2 of 2)

☒ **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: