

Title 440 - Conservation Programs Manual
Wetlands Reserve Program

Exhibit 514.75

Dear Closing Agent:

Re: (Your File No.)
(Brief Description of Property)
(NRCS Contract Number)

This letter will constitute the closing instructions of the United States of America (USA) for a transaction whereby the USA will receive title by Warranty Easement Deed (the "Deed") from (Name of Landowners) for certain real property located in (County, State) (the "Subject Property") described in a title commitment/binder from (name of title company) dated _____ for a purchase price of _____ dollars.

The parties to this transaction are as follows:

United States of America
Natural Resources Conservation Service
601 Business 70 West, Suite 250
Columbia, Missouri 65203

Landowner:
(Enter landowner(s) names, address and phone number)

Enclosed are the following:

1. Unexecuted Warranty Easement Deed with exhibits and a copy for the Landowner.
2. Unexecuted copy of Subordination Agreement and Limited Lien Waiver.
3. Copy of survey of easement area and ingress/egress area.
4. Preliminary title opinion from the Office of the General Counsel.
5. Other documents needed by closing agent to close.

The purchase price for the acquisition will be sent to you from the U.S. Treasury prior to closing payable to the landowner(s) in the amount of \$_____.

You are authorized and instructed to close and record when you can insure that the following have occurred: (1) no new encumbrances have been recorded against the Subject Property since the date of the above-referenced Title Commitment/Binder, (2) you have received the properly executed Warranty Easement Deed from Landowner, (3) you are prepared to secure the policy of title insurance referred to below, (4) all items required to be removed, released, subordinated or otherwise handled as set forth in the enclosed preliminary title opinion from the Office of the General Counsel have been completed and the applicable clearance documents recorded,

(5) all taxes, homeowners assessments, etc. are paid to the date the Warranty Easement Deed is recorded, and (6) comply with any listed title commitment/binder requirements. All costs to clear title are the responsibility of the USA. However, if any new encumbrances have been recorded against the subject property since the date of the above-referenced title commitment/binder, notify the USA immediately and do not proceed until further instructions are received.

Immediately following closing, please issue a policy of title insurance on ALTA U.S. Policy Form 1991, in the amount of the purchase price as of the time and date of the recording of the Warranty Easement Deed to USA. Said policy of title insurance will be free and clear of any and all encumbrances (exceptions) to the title except those shown as acceptable in the Office of the General Counsel's preliminary title opinion.

Please deliver the following to USA immediately following closing:

1. Your statement covering the agreed upon closing costs.
2. Original Policy of Title Insurance on U.S. ALTA 9-28-91 Form.
3. Recorder's certified copy of Warranty Easement Deed.
4. Original and one copy of executed settlement statements.
5. Recorder's certified copies of any clearance documents, including subordination agreements.

Please deliver the following to the Landowner upon closing:

1. Proceeds of the sale, less any expenses to place title in the condition specified above such as expenses to remove liens, deeds of trust, etc. as set forth in the Office of the General Counsel's preliminary title opinion.
2. Seller's closing statement, if applicable.
 1. Original instruments relating to reconveyance, release of other money liens and other title clearance documents.
 2. Copy of final title policy.

Additionally, please complete the IRS tax reporting for the full easement amount.

Please acknowledge receipt of these instructions and indicate your agreement to act in accordance therewith by signing and returning a copy of the undersigned. Please provide a projected closing date, projected closing costs, and name, address, and account number of financial institution where electronic funds are to be submitted, if applicable. Please give us a call if additional information is needed. We would appreciate your prompt action to expedite the processing of this case.

Sincerely,

Contracting Officer

Projected Closing Date: _____

Total Projected Closing Costs \$ _____
(with itemization for nature of debt and amount)

Name, address, and account number of financial institution where electronic funds are to be mailed.

Name _____

Address _____

Account Number _____

Closing Agent's Signature

Date