

The American Easement Foundation

Documentation Checklist

Historical Background Information about the Property and Its Setting

- _____ Early photographs
- _____ Written descriptions of history
- _____ Historical maps, etc.
- _____ Descriptions in books and newspapers
- _____ Chain of title
- _____ Maps or survey plats

Designation as a Historic Resource

- _____ National, state, or local register nominations
- _____ Survey forms
- _____ Official notification of designation from governmental agency

Records of Actions about the Property

- _____ Certificates of Appropriateness
- _____ Minutes of meetings of local preservation commission
- _____ Notifications from NPS regarding tax credits, etc.
- _____ Easements, covenants, or restrictions on the property

Documentation of Changes

- _____ Drawings of alterations
- _____ Building permits and permit application forms

Descriptions of Ongoing Management/Maintenance Policies

- _____ Maintenance procedures/cyclical repairs that may affect the exterior of the Property
- _____ Engineering reports on condition of façade