



Application for a Transfer Request – Certified Irrigated Acres

Application Period: September 1 – March 1 for upcoming growing season.
\$200.00 Non-Refundable Application Fee must be included – See back for additional instructions

Acres Transferred To:

Landowner: Landowner Phone: ( )
Landowner Address: Email:
Tenant Name: Tenant Phone: ( )
Tenant Address: Email:

Field Information:

1/4 of Section , Township N, Range W, County, NE

Acres Transferred From: (Info same as above )

Landowner: Landowner Phone: ( )
Landowner Address: Email:
Tenant Name: Tenant Phone: ( )
Tenant Address: Email:

Field Information:

1/4 of Section , Township N, Range W, County, NE

Explanation of Transfer Request (Include # of acres and use additional pages if needed):

Three horizontal lines for text entry.

Enclosed FSA and/or Pivot Map detailing project

Applicant Signature: Date:

Office Use Only: Date Received Paid Maps Compliance US Citizenship form

## CPNRD Instructions for Transferring Certified Irrigated Acres

1. Discuss proposed transfer with CPNRD staff. Staff will determine if proposed transfer meets Rules and Regulations of the District.
2. Complete and submit an Application for a Transfer Request form along with a **\$200.00 fee** between dates of September 1st and March 1st for upcoming growing season.
3. CPNRD staff will create the Waterbank Transfer paperwork. All landowners are required to sign and notarize the form.
4. If the offset is greater than four acres and not on the same contiguous track of land (where the transfer result would be no net loss or gain in certified acres), a title search is to be completed on both the receiving and transferring legal. A Report of Title form is to be completed by a lawyer or registered abstractor. Cost of the title search(s) is NOT included in the application fee and landowner(s) will be responsible for these fees. An original copy will be provided to the CPNRD. The signature(s) on the form will be an original; not photocopied, faxed or emailed.
5. If the offset is greater than four acres and not on the same contiguous track of land and there is a lien, the CPNRD will need to have the lienholder complete a Lienholder Consent form. The Lienholder Consent form is prepared by the District.
6. When CPNRD has received all necessary documentation, the district will file a Notice of Transfer of Certified Irrigated Acres form with the County Register of Deeds. If the transfer request involves filing in more than one county an extra **\$50 fee** must be paid to the CPNRD.
7. The transfer of Certified Irrigated acres is not complete until all the above necessary steps are completed. A copy of the completed Waterbank Transfer paperwork is available upon request.