

2011 – 2013 COLORADO CONSERVATION EASEMENT TAX CREDIT PROCESS

The Process:

- Step 1. Deed of conservation easement is recorded in the appropriate county or counties records.
- Step 2. Landowner completes [Application for a Conservation Easement Tax Credit Certificate](#).
- Step 2A. Application **must** be submitted either by mail or in person. Application **must** include: (1) Completed Application for a Conservation Easement Tax Credit Certificate; (2) Signed Affidavit for Conservation Easement Appraisals (this document is completed by the landowner's appraiser); (3) a copy of the Recorded Deed of Conservation Easement; and (4) Application fee.

****NOTE – It is recommend that landowners send their applications via certified mail****

- Step 2B. The Division of Real Estate will call each applicant and confirm that the application has been received. Landowners should contact the Division of Real Estate (303.894.2166) if they do not hear from the Division of Real Estate within 10-days of submitting an application.

****NOTE – The Division of Real Estate will issue a tax credit certificate within 10-days of receiving a completed application**

- Step 3. Once the certificate is issued, the credits can be used or brokered.

Other Important Information about the Tax Credit Application Process:

- Tax Credit Brokers can assist landowner with completing the application.
- In the event that a portion of a landowner's tax credit claim does not qualify under the \$26M cap for a given year, a second certificate will be issued for the remaining tax credit amount for the subsequent year.
- In the event that a certificate has been issued and the appraisal is subsequently revised upward, the landowner can resubmit a credit application for the additional amount following the same process outlined above.
- In the event that a certificate has been issued and the appraisal is subsequently revised downward, the amount of credit above the adjusted amount is extinguished.

- www.dora.state.co.us/real-estate/conservation/taxcredit is the official website of the Division of Real Estate used to track the amount of credits available throughout the year.