

# South Fork Watershed Recovery Program – Document Validation Standards

## **Right of Entry (ROE) Document** – must include:

- ☐ Landowner Name (must match Proof of Ownership)
- ☐ Property Address (must match application and/or Proof of Ownership)
- ☐ Landowner(s) Signature
- ☐ Witness Signature (notarization not required)

## **Proof of Ownership Documentation** – must include:

- ☐ Landowner Name
- ☐ Property Address (matching ROE/application) and/or legal description/UPC number

## **Acceptable documents include** (but are not limited to):

- Property tax statement (Notice of Value preferred, as it includes address, UPC, and legal description)
- Title insurance
- Warranty deed (notarized)
  - If your warranty deed references another instrument with a legal description, please provide the referenced instrument as well.
- Notarized plat with ownership details, including landowner name and address
- Quitclaim Deeds (notarized)

## **Entity Ownership Documentation (if applicable):**

- Trusts: Trust Agreement, Certificate of Trust, etc.
- Corporations: Articles of Incorporation, Corporate resolution, etc.
- LLCs: Certificate of Formation, Articles of Organization, etc.

\*\* Documentation must clearly demonstrate the individual requesting assistance has authority to act on behalf of the entity.

## **Unacceptable documents:**

- Plats missing a notary signature, landowner name, or address (all three must be present)

- Purchase agreements
- Closing disclosures
- Last Will and Testament, Probate Order, or Power of attorney **without** further ownership documentation
  - Power of attorney submitted with additional ownership documentation must be notarized
- Unnotarized or unofficial title/transfer/tax documents

**Reference Sites:**

Lincoln County Tax Assessors:

<https://experience.arcgis.com/experience/aed41febd0ed4c14b5642219980d3f8e>

Lincoln County Clerk Parcel Map:

<https://clerkdocuments.lincolncountynm.gov:8443/LandmarkWeb>

NM Secretary of State Business Search: [Business Search | An Official New Mexico Government Website](#)