

LCHIP

Land & Community Heritage
Investment Program



Executing a stewardship agreement is the final phase on an LCHIP rehabilitation project. Congratulations on reaching this milestone! We will handle recording the executed document, but you can help by keeping the following points in mind:

- The Stewardship Agreement itself
 - Print single-sided and in black and white ink
 - Sign and notarize using only black or blue ink
 - Paperclips are fine (do not staple or fold)
- Recording Fee Payment
 - We need you to prepare a business check only (the registry will not accept personal checks)
 - In the amount of: \$XXXX – Contact LCHIP or visit NHdeeds.org to calculate amount
 - Made out to: [Insert County Name] County Registry of Deeds
- Mail to LCHIP
 - Use a flat envelope for mailing to avoid creasing the document
 - Mail the signed and notarized stewardship agreement and check for recording fee to LCHIP:
3 N. Spring Street, Suite 100, Concord, NH 03301

Once the above items are received, LCHIP will sign and notarize the stewardship agreement and submit it to the appropriate County Registry of Deeds office. As soon as a book and page number is documented, your final grant payment will be mailed.