

Preparation Checklist

This list of suggestions will help you prepare yourself for adding a property to our website.

- Notify your current tenant that you are ending the lease. Make sure that you follow the cancellation terms in the current lease along with any other requirements and state codes. (If you are not familiar with your current lease terms, we recommend that you contact your attorney.)
- Decide which type of lease you will be offering (cash rent, cropshare, other).
- Decide which lease offering type to use (sealed bid, public, cropshare/other). With a sealed bid offering, you are the only one who can see the amount of each bid. In a public lease offering, the highest bid is posted on the website for registered operators to view. With a cropshare/other lease offering you receive written proposals, not numeric bids.
- Choose a start and end date for your lease offering. We recommend that you list your property for at least 30 days. Make sure to choose a time when you will be able to monitor your listing regularly.
- Gather the following documents and information:
 - Digital photographs
 - Legal description and street address, if applicable
 - Digital copy of a road map
 - Digital copy of the soil map
 - Digital copy of the platbook map
 - Digital drainage map, if applicable
 - Current year's FSA 156 form
- Prepare a lease agreement with the help of an attorney. When you add your property, we ask you to upload a copy of the lease you will be using. The document can have some blanks, but potential operators should be able to read about what you will expect of them.
- If you are choosing our optional advertising package, send us information about how to promote your listing by using the Promotional Information Worksheet.
- Review our fees for landowners. Once you have registered, the listing fee for each lease offering is \$50. You can also choose our optional advertising package for an additional \$399.
- Set aside 3 days after the listing ends to select a tenant. You will need this time to review the profiles and references of potential operators and sign the lease.