

Capital Projects and Easements Property Owner Consent Letter

You must create an **individual letter** for each capital grant program that you are requesting funds from, even if an easement agreement with the Maryland Historical Trust (MHT) already exists on the property. **Failure to submit the letter using the required language will result in your project being ineligible for funding.**

- **African American Heritage Preservation Program.** If applying to this program, the SDAT-listed owner of the property is required to **submit a consent letter with your application** that acknowledges a willingness to support the project as well as a commitment to convey a preservation easement, modify an existing easement, or enter into a preservation agreement, should it be required by MHT.
- **Historic Preservation Capital Grant Program.** If applying to this program, the SDAT-listed owner of the property is required to **submit a consent letter with your application** that acknowledges a willingness to support the project as well as a commitment to convey a preservation easement, modify an existing easement, or enter into a preservation agreement, which is a regulatory requirement of this grant.
- **Maryland Heritage Areas Program.** If your capital project is selected for award and you are not the owner of the property, a consent letter is required from the owner that acknowledges a commitment to convey a preservation easement, modify an existing easement, or enter into a preservation agreement, should it be required by MHT. The letter is not required at time of application for this program. If your funding request is approved, **instructions for how to submit the letter will be included in your award notification.**

For more information about easements and preservation agreements, see the [MHT Easement website](#). Using the sample text provided below, create a letter to be signed by the property owner or the authorized officer of the property owner organization.

- Please print the letter on the owner's letterhead (if applicable)
- Please include the date of the letter
- Please include the property's physical address, including street number/name, city, and zip code
- Please indicate the grant program for which the letter is intended
- The letter MUST include ALL of the following text:
 - As the owner(s) of the property located at [insert property's physical address including street number/name, city, and zip code], for which [an African American Heritage Preservation Program/a Historic Preservation Capital Grant Program/a Maryland Heritage Areas Program] grant is being sought, I/we confirm my/our willingness to support the project. I/We understand that [a conveyance of a preservation easement/an amendment of an existing preservation easement/a preservation agreement] on the Property is required as a condition of the grant and that, as the Property owner(s), I/we am/are responsible for the legal obligations to maintain the Property that are set out in the easement, preservation agreement, or modification.
- The letter must identify all less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property. Your letter MUST include ONE of the two paragraphs below:
 - Option 1:**
I/we hereby confirm that there are no less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property.
 - Option 2:**
I/we hereby confirm the following less-than-fee simple interests in the property:
 - Mortgage/Deed of Trust securing a \$_____ loan from [INSERT name of bank or lending institution]
 - Lease agreement with [INSERT name or organization, company, or agency]
- **The letter must be signed by an authorized officer of the property owner organization.**

January 06, 2026

Dear Program Administrator,

As the owner(s) of the property located at 123 Main St, Anytown, Annapolis MD 21401, for which an African American Heritage Preservation Program grant is being sought, I confirm my willingness to support the project. I understand that the conveyance of a preservation easement, easement modification, or entering into a preservation agreement on the Property may be required as a condition of the grant and that, as the Property owner(s), I am responsible for the legal obligations to maintain the Property that are set out in the easement, preservation agreement, or modification.

I hereby confirm the following less-than-fee simple interests in the property:

- Mortgage/Deed of Trust securing a \$5,000 loan from Anytown Bank

Sincerely,

A handwritten signature in black ink that reads "John Hancock". The signature is written in a cursive style with a large, decorative flourish at the end.

John Hancock
Site Manager
Revolutionary War Museum of Anytown