



## Completed Deferred Maintenance Documentation

When the maintenance project is completed as outlined by the Memorandum of Agreement (MOA), property owners must send a Completed Deferred Maintenance Documentation form along with photographic evidence that the project was completed according to the agreed upon terms.

If Easement Program staff do not receive a Completed Deferred Maintenance Documentation form or general update from the property owner within six (6) months from the time approval was given, the Easement Program Manager will contact the property owner for an update on the project. *Projects do not need to be completed within six (6) months, but a general update would be appreciated.*

The form may be completed in PDF or Microsoft Word format. Handwritten forms will not be accepted.

Return Completed Deferred Maintenance Documentation form and photographic documentation of completed project, either by mail or e-mail to:

Dan Everhart, Outreach Historian  
Idaho State Historic Preservation Office  
210 Main St.  
Boise, Idaho 83702  
[dan.everhart@ishs.idaho.gov](mailto:dan.everhart@ishs.idaho.gov)

\* **Photographs** should be captioned, clearly identifying where and what is depicted. *If the application is electronically submitted, photographs must be compiled into one document and not attached individually to an email or document exchange website. Easement Program staff do not have the resources to download, sort, identify, and print individual photo files. Please use the [Photo Submission Guidance and Template](#) when submitting any photographs, available on the Easement Program's webpage.*

## Easement Property and Owner Information

<b>Easement Property Information</b>		<i>All applicable fields must be filled.</i>	
Name of Property:			
Alternate/Historic Name:			
Address of Property:			
<b>Property Owner Information</b>			
Name of Current Property Owner:			
Address of Property Owner:			
Phone:		Email:	
<i>If application is completed by someone other than owner</i>			
Name of Authorized Representative:			
Relationship to Owner:			
Address of Authorized Representative:			
Phone:		Email:	

## Approved Project Information

### Project Description

Attach a brief summary of the work completed, and please address the following:

- Date when project was completed
- Location(s) of work
- How the work improved/impacted the existing feature(s) and its (their) condition
- If any actions/work deviated from the agreed upon plan\*
- Clear cross-references to related photographs

\*Work completed without consultation from Easement Program staff may impact ISHS's acceptance of the proposed easement.

### Photographs

Representative "after" photographs, including exterior, interior (if applicable), and detail shots of where work occurred must be attached.

*Photographs should be captioned, clearly identifying where and what is depicted. If the application is electronically submitted, photographs must be compiled into one document and not attached individually to an email or document exchange website. Easement Program staff do not have the resources to download, sort, identify, and print individual photo files. Please use the [Photo Submission Guidance and Template](#) when submitting any photographs, available on the Easement Program's webpage.*