



# Present Condition Report (PCR) Guidelines

**Please review these guidelines to prepare a PCR for submission to the Ohio Department of Agriculture (ODA). For more information, contact the Office of Farmland Preservation at 614-728-6210 or [farmlandpres@agri.ohio.gov](mailto:farmlandpres@agri.ohio.gov).**

**PURPOSE:** The Present Condition Report is to document and record the use, nature and condition of an application property and its improvements at the approximate time an agricultural easement is purchased. The report is used as a baseline document to assist in monitoring and enforcing the terms of the agricultural easement.

1. Use the SAMPLE Present Condition Report as a framework. The sample is available on the Web site, [www.agri.ohio.gov/farmland](http://www.agri.ohio.gov/farmland) and indicates the “best practices” for PCR production. Other formats may be acceptable, but the comments included in the sample indicate what should be included at minimum to comply with IRS and ODA requirements.
2. Instructions are in **red** text, and should be deleted when completing the report.
3. Do not create a signature line for ODA. ODA does not authorize this document.
4. Include a blank line near the beginning of the PCR – given how much time can elapse between the PCR visit by a Local Sponsor and the recording of the PCR as an Exhibit to the Deed of Agricultural Easement, it is important to revisit the property nearer to the closing date to ensure that the conditions initially reported are the same. The blank line should then be completed near or at closing to show the date the property was revisited.
5. Use discretion in the amount of information or photographs included. Recording fees are approximately \$8.00 per page, after the first page, but can vary county to county. Please use as many pictures as necessary to document the current condition of the farm, utilizing the entire recordable space of the paper. ODA encourages local sponsors to include further images of historic buildings, natural features, and other extraneous information as an addendum, not for recording. An addendum can save unnecessary fees for the landowner while also providing a good inventory of the important features of the property.
6. Include the location and angle of each individual photograph. The position of the pictures will be used when monitoring the farm in future years and therefore must be explicit.
7. Ohio Auditor Recording Guidelines- all pages must conform to these guidelines, effective July 1, 2009:
  - a. Computer font size of at least 10 point;
  - b. Minimum paper size – 8 ½ x 11, Maximum paper size – 8 ½ x 14;
  - c. Black or Blue ink for text ONLY;
  - d. No use of highlighting;
  - e. Margins of 1 inch on each side of the page and on the bottom;
  - f. 1 ½ margin on the top of each of page.
  - g. For an online template, please visit: <http://www.ohiorecorders.com/newstandards.html>
8. Although the landowner(s) (the “Grantors”) may sign the PCR at the closing, ODA encourages the Local Grantee to seek review and approval from the landowner(s) prior to submitting the report to ODA.



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9. If possible, send the report to ODA via e-mail. Due to attachment size limitations, it is recommended that you send the PCR email with receipt verification requested, OR send a second email notifying that the PCR was emailed. If the file size is too large to send via email, email ODA – we may be able to open access to a password protected web site where you can upload the PCR directly from your computer.