



## **Property Owner Information**

Owning a historic property protected by covenants held by Preservation North Carolina (PNC) includes adhering to monitoring and enforcement procedures. We look forward to working with you to ensure compliance with the covenants and our legal responsibilities to monitor the property. Following the procedures below ensures that our mutual obligations are met. We thank you for your stewardship of your PNC protected property.

- ✘ Provide us with your current contact information, specifically your mailing address and best day-time phone number(s). We utilize this information for general information, but also to communicate important matters regarding your protected property. Providing us with your best email address(es) helps reduce our mailing costs. These details may be sent to [info@presnc.org](mailto:info@presnc.org) or call 919-832-3652 x223.
- ✘ Remember to contact PNC before you make changes to your property, as required within the covenants or easement. We have approved numerous changes on our protected properties, and we try to be flexible, timely and helpful. We have forms for owners to use to send details of their change requests to us at <http://www.presnc.org/pnc-property-owners>, including what supporting documents are needed for us to review the requested change.
- ✘ PNC has a legal obligation to enforce the covenants that we hold. Our staff, volunteers and interns inspect numerous properties each year, often over the summer, and will contact you to coordinate an appointment. Owners are required to allow us access to the exterior and interior (if interior elements are noted) to photographically document the protections on the property.
- ✘ If you are planning to sell your property, we provide free ads on our website for PNC protected properties. Information about advertising on our site is available at <http://www.presnc.org/property-listing/advertise>.
- ✘ Your covenants probably require you to give PNC a right of first refusal with written notice (typically 30 days) before title can be transferred to a new buyer. When you sign a contract with a buyer, please contact us at [dwilliams@presnc.org](mailto:dwilliams@presnc.org) or 919-832-3652 x221, and send a copy of the contract along with the day-time phone number for the buyer(s) and their closing attorney's information (name, physical office address, phone number and email). Current images of each exterior elevation of the building and the protected interior elements will also be required. After we have talked with the buyer(s) to make sure that they are aware of, understand, and agree to abide by the covenants, we'll provide a waiver of our right of first refusal which will be signed by the new buyer(s) and recorded in the county Register of Deeds office just prior to the deed. Please don't wait until the last minute to notify us! We'd hate for your closing to be delayed. **NOTE:** Most properties protected since 2005 also have a modest 0.25% Transfer Fee owed by the Purchaser to PNC with payment due at the time of closing.
- ✘ Many of you have been responsible for amazing transformations, and we take great pride in your work. Send us digital photos of your protected property to [info@presnc.org](mailto:info@presnc.org) or mail us a flash drive. We highlight our protected properties in our social media, presentations, and our website, and better photos help convey the power of preserving historic buildings throughout the state.