

## 8.000 OWNERSHIP DATA

The determination of ownership is used to code OWNER GROUP when CONDITION CLASS STATUS is 1 at plot center of subplot 1.

**8.100 OWNERSHIP INFORMATION** – Ownership is usually one of the first variables completed by a field crew. The process begins with a trip to the local tax office to review plat maps, examine aerial photos and interview the tax collector in an attempt to determine who is the owner of the property where the plot is located. Once the general location of a plot is known, attempt to contact the landowner for permission to install the plot and to confirm the landowner's complete mailing address.

It is frequently not possible or practicable to contact a landowner prior to installing a plot. However, **permission must be obtained if the property is posted against trespassing.** There may be other problems related to accessing a plot. Advance notice may be required to obtain keys, special permits, etc., prior to property access. Supervisors will provide assistance and instructions for these and other situations.

Although ownership information is only required for plots that are forested at plot center, it is often a good idea to collect ownership information on all of the plots in the county, or town, while you are at the tax office. This is especially true in states or regions where there is a relatively small amount of nonforest land. The time spent gathering this extra information during your first visit to the tax office will usually be a fraction of the time spent on a return visit after you discover that a previously nonforest plot has reverted to forestland.

When Collected: All plots with accessible forest land at PC of subplot 1

Field width: Variable

Tolerance: No errors

MQO: At least 99% of the time

Values: Refer to the following guidelines.

- Enter one (1) letter or character per space.
- If more space is needed, continue on the second line.
- If the first line is adequate for the name, begin the address on the second line and continue on through the third line if needed.
- **The fourth line is used only for the city or town, state, and zip code.**
- Enter the source of the information e.g., owner, town clerk, neighbor, tax maps, on the indicated line.

- On the last line, enter the identification numbers (township, plat number, lot number, deed number, etc.) of the information, if they are available.

**8.110 INFORMATION QUALITY** -- Enter a code that best describes the reliability of the ownership information.

When Collected: All plots with accessible forest land at PC of subplot 1

Field width: 1 digit

Tolerance: No errors

MQO: At least 99% of the time

Values:

- 0 Unknown**
- 1 Poor**, somebody thought the owner was....
- 2 Good**, source was neighbor or someone who was quite sure
- 3 Verified**, information came from owner, tax maps, public agency, or more than one reliable source.

**8.120 OWNER CONTACT** – This area of the tally sheet covers several variables related to landowner contact. This information is very helpful when a sample plot has to be visited more than once. There is an area to document attempts made to contact a landowner, as well as the method that permission was obtained. There is also an area to indicate whether the property, where the center subplot is located, is posted to prevent trespassing. **These variables must be completed for all plots with forestland**, and may also be helpful on some of the nonforest plots.

When Collected: All plots with accessible forest land

Field width: 1 character

Tolerance: No errors

MQO: At least 99% of the time

Values: Check Yes or No

**Plots that Straddle Multiple Owners** -- During the course of obtaining ownership information from public tax offices take special note of plots that are close to, or overlap, a parcel boundary. If these situations are noted during the ownership collection process and the name and address of the second landowner are acquired, then it becomes possible to ask permission of that landowner at the beginning of the process instead of risking delay and refusal after work on the plot has already begun. This may also be if help if delineating condition class by OWNER GROUP.