

**PROPERTY OWNED AND LEASED
INSTRUCTIONS FOR PREPARATION**

Purpose: This form is completed by applicants to indicate any property, including land, equipment and livestock that are owned, or to be owned, leased or to be leased.	
Handbook Reference: 3-FLP, 4-FLP, 5-FLP	Number of Copies: Original only
Signatures Required: Applicant	
Distribution of Copies: Applicant's case file	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A): N/A	

Applicant must complete all Items.

Item 1; Part A, Items 1A – 5J; Part B, Items 1 – 7; Part C, Items 1 and 2.

Field Name / Item No.	Instruction
1 Name of Applicant	Enter the applicant's name.
A. Land	Include all land owned, to be owned, or leased.
1A Owner of Record	Enter the name of the landlord or owner of the property.
1B Description	Enter the general description for each farm or tract rented or leased.
1C County	Enter the county in which the property is located.
1D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
1E Total Acres	Enter the total acres owned or leased.
1F Crop Acres	Enter the total crop acres owned or leased.

1G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
1H Crop Share	Enter the crop share amount as a percentage. If you do not crop share, enter N/A.
1I Cash Rent	Enter the cash rent payment amount.
1J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
2A Owner of Record	Enter the name of the landlord or owner of the property.
2B Description	Enter the general description for each farm or tract rented or leased.
2C County	Enter the county in which the property is located.
2D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
2E Total Acres	Enter the total acres owned or leased.
2F Crop Acres	Enter the total crop acres owned or leased.
2G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
2H Crop Share	Enter the crop share amount as a percentage. If you do not crop share, enter N/A.
2I Cash Rent	Enter the cash rent payment amount.
2J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
3A Owner of Record	Enter the name of the landlord or owner of the property.
3B Description	Enter the general description for each farm or tract rented or leased.
3C County	Enter the county in which the property is located.
3D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
3E Total Acres	Enter the total acres owned or leased.
3F Crop Acres	Enter the total crop acres owned or leased.

3G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
3H Crop Share	Enter the crop share amount as a percentage. If you do not crop share, enter N/A.
3I Cash Rent	Enter the cash rent payment amount.
3J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
4A Owner of Record	Enter the name of the landlord or owner of the property.
4B Description	Enter the general description for each farm or tract rented or leased.
4C County	Enter the county in which the property is located.
4D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
4E Total Acres	Enter the total acres owned or leased.
4F Crop Acres	Enter the total crop acres owned or leased.
4G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
4H Crop Share	Enter the crop share amount as a percentage. If you do not crop share, enter N/A.
4I Cash Rent	Enter the cash rent payment amount.
4J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
5A Owner of Record	Enter the name of the landlord or owner of the property.
5B Description	Enter the general description for each farm or tract rented or leased.
5C County	Enter the county in which the property is located.
5D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
5E Total Acres	Enter the total acres owned or leased.

5F Crop Acres	Enter the total crop acres owned or leased.
5G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
5H Crop Share	Enter the crop share amount as a percentage, if you do not crop share enter N/A.
5I Cash Rent	Enter the cash rent payment amount.
5J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
B. Equipment / Livestock	Include only equipment/livestock to be purchased, currently leased, or to be leased
1 Owner of Record	Enter the name of the owner of the property.
2 Description	Enter the description of the equipment or livestock
3 Number of Units	Enter the number of units of equipment or livestock
4 Rent	Enter the amount of rent you pay for the use of the equipment or livestock.
5 Share %	Enter the amount (as a percentage) of the share you receive from the use of the equipment or livestock
6 Type of Lease	Enter "Oral" or "Written" if a lease has been established for the use of the equipment or livestock
7 Expiration Date	Enter the date the oral or written lease expires. If there is no oral or written lease, enter N/A.
C. Certification	
1 Signature	Enter the applicant's signature. If faxing or mailing the form, print the form and manually enter your signature. This form is approved for electronic transmission. If you have established credentials with USDA to submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA service office. Electronic submission may only be completed if you are the only person required to sign this form.
2 Date	Enter the date the applicant signed the form.