

Farm/Ranch Transfer Guideposts Worksheet

Name:

Date:

Farm and ranch transfers take communication and time. Owners must let go of their land and other assets, and potentially hand over the reins to the farm or ranch business. Incoming producers must be ready to acquire and manage the assets and potentially take over the operation. This worksheet is meant to help you understand your own needs and the needs of the other party, identify tools and actions that can move the process forward, and document where you are in the process.

Directions: Work individually to answer the following questions about steps either you or the other party have taken as part of your farm/ranch transfer process. Refer to Farm/Ranch Transfer Guideposts Information Sheet to inform your answers. Because everyone has different needs, not all these steps will apply to your situation. Identify the ones which do and whether or not they have been addressed. At the end of the worksheet there is space to write notes about next steps. Be as specific as possible, indicating who needs to do what by when.

Business Decision Guideposts:

- I. Is there financial transparency? Yes No

Indicators:

- Do all parties have authority to access business accounts/investments?
 Yes No
- Do all parties know how to access business accounts/investments?
 Yes No

- II. Does management need to be transferred? Yes No

Indicators:

- Has the process been started?
 Yes No
- If not, is there a plan with a timeline?
 Yes No
- Are there job descriptions and/or standard operating procedures?
 Yes No
- Are any agreements in place?
 Yes No
- If so, are they in writing?
 Yes No
- If so, which ones:
 Buy Sell Agreement
 Operating Agreement
 Other Agreement, specify: _____

Asset Transfer Guideposts:

- III. Have you agreed which assets will be transferred? Yes No

Indicators:

- Do both parties have a balance sheet?
___ Yes ___ No
- Are they up to date?
___ Yes ___ No
- Have they been shared with each other?
___ Yes ___ No
- Do both parties have access to land records, especially if the land is enrolled in public programs (e.g. easements, federal conservation, organic certification, etc.)
___ Yes ___ No
- Is there clear title?
___ Yes ___ No
- Have both parties agreed on how land and other assets will be valued?
___ Yes ___ No
- Do you need an appraisal?
___ Yes ___ No
- Are your agreements in writing?
___ Yes ___ No
- Is financing needed?
___ Yes ___ No
- Has it been secured?
___ Yes ___ No
- Is there a gifting schedule?
___ Yes ___ No
- Is there a long-term lease?
___ Yes ___ No
- Is there a purchase contract or a written buy-sell agreement?
___ Yes ___ No
- Is there a timeline to complete the transfer?
___ Yes ___ No

IV. Have you assembled a team? ___ Yes ___ No

List the names of the people who will advise and support you:

Retirement and Health Care Guideposts:

V. Is there a plan for retirement? _____ Yes _____ No

Indicators:

- Are retirement income requirements known?
_____ Yes _____ No
- What are the sources of income? List the main ones:

- Is there enough income to support the farm/ranch business?
_____ Yes _____ No
- Are enough assets available to support retirement?
_____ Yes _____ No
- Do you have a health care proxy?
_____ Yes _____ No
- How will health care costs be covered?
 - Medicare: _____
 - Medicaid: _____
 - Private insurance: _____
 - Affordable Care Act: _____
 - Other, please specify: _____

Estate Planning Guideposts:

VI. Is the estate in order? _____ Yes _____ No

Indicators:

- Is there a will?
_____ Yes _____ No
- When was it last updated?
Year: _____

- Is there a trust?
_____ Yes _____ No
- When was it last updated?
Year: _____

- Does the owner have life insurance?
_____ Yes _____ No
- Do you know who the beneficiaries are?
_____ Yes _____ No

