**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:**

1. 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

1. 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:**

1. 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

1. Have you assembled a team? \_\_\_\_Yes \_\_\_\_ No

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

**Retirement and Health Care Guideposts:**

1. 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:**

1. 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

**Discussion Questions**

1. Based on where things stand, how does this affect your plans?
2. What conversations do you need to have and who do you need to talk to?
3. What other steps can you take to move things forward? List next steps and a timeline for completing them: