

Prepare to Negotiate Worksheet

Use this worksheet to prepare for negotiation. It includes three sections to help you draft a proposal, reach agreement, and plan the logistics of the negotiation. Refer to previous worksheets identified below to help you fill this out.

Before entering information into this worksheet, download the file to your computer so you can save your work.

Part 1: Draft a Proposal

1. Prioritize your needs. Be specific and consider the following:
 - What is an ideal outcome? (Review SMART Goals worksheet to identify an outcome tied to the negotiation.)

 - If you can't get everything you want, what is an acceptable outcome? (Review Needs Assessment Worksheet)

2. Now outline a proposal. Review Needs Assessment Worksheet and your Asset Inventory Worksheet to outline specifics. Consult with your professional advisors to outline how you will transfer tangible assets and describe strategies to meet your deeper personal needs.

Consider the following:

- | | |
|---|--|
| • Assets being transferred | • Who will pay for maintenance, insurance, taxes, and utilities (MITU) |
| • Details of the transaction, e.g. how assets will be transferred | • Ownership structure |
| • Price—including payment structure if applicable | • Timeline for transfer |
| | • Any conditions (especially in the event of a bequest) |

Draft Proposal:

3. What is your budget for the transfer of assets?

How much revenue do you need to get from a sale or lease? How much can you afford to spend to complete the transfer? (Review Budget Worksheet)

4. When do you need a decision? Build a timeline back from that date. List the events that need to happen, making note that you may need more than one conversation.

Part 2: Consider how to reach agreement

5. For a negotiation to succeed, both parties need to reach agreement. How will your proposal address the other parties' needs?

6. What is the common outcome you wish to achieve? Depending on your relationship, you may not know. It will move things along faster if you can find out. If not, be prepared for more back and forth during the negotiation as you explore shared interests.

7. Who you are negotiating with?

- Name(s):

8. Refer to Part 4 of your Needs Assessment worksheet. Briefly describe areas where you see common interest or alignment between your material needs and deeper personal needs and theirs.

9. Remember to consider the personality of the people you are negotiating with. What do you know about their communication styles, culture, or values that might affect the negotiation? (Review Values and Communication Skills Information Sheets.)

10. Are you aware of any biases that might affect the transfer? For example...
If so, what can you do to keep an open mind?

Part 3: Plan the Logistics

After spending time on the substance of the negotiation, pay attention to the logistics of the negotiation so you can finalize the transfer plan. Where and how do you plan to negotiate?

11. Who will initiate the negotiation? Who will schedule it?

12. Where will it take place? What do you know about the facilities?

13. How will decisions be made? (One person decides, group discusses and decision is made when some percentage agrees, or when each member agrees, et.)
14. Do you need a trusted third-party? This could be a professional such as a mediator or attorney, or another team member you would like to invite.

If yes, who are they and how will you ensure all parties agree to have them present?

15. What supporting documents are needed to move the transfer forward?

Appraisals

Business plan

Cash flow statement and documentation of any other income streams

Conservation plans

Documentation of property expenses(taxes, utilities, insurance and maintenance costs)

Land surveys and maps (e.g., location and/or soil maps)

Maintenance records or statements of condition of key equipment

Ownership structure

Utility bills

Vision statement and supporting images

Other:

Next steps or some kind of concluding language that harmonizes with the transfer plan:



This resource is part of American Farmland Trust's [Farm Transfer Toolkit](#) which is available on AFT's [Farmland Information Center website](#). The toolkit walks agricultural landowners through key steps in a farm transfer process. It contains information, worksheets and other tools to help users set goals, assess their finances, communicate with stakeholders, and work with professionals to finalize decisions and implement a transfer plan.