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E-Billing Fact Sheet

Required Attachments

You must submit documentation through the "Attachments" screen when submitting a bill to the Recreation and Conservation Office (RCO) for payment. For example, if you buy property, you must submit an appraisal so your grants manager may review it before approving payment. If the required attachments are not included, the invoices cannot be submitted.

Attachments are not required to be attached more than once, per property.

When Billing	Required Attachment
Land	<input type="checkbox"/> Appraisal
	<input type="checkbox"/> Appraisal Review
	<input type="checkbox"/> Title Insurance
	<input type="checkbox"/> Preliminary Title Report
	<input type="checkbox"/> Deed
	<input type="checkbox"/> Deed of Right
	<input type="checkbox"/> Environmental Site Assessment Report or RCO Property Assessment Checklist
	<input type="checkbox"/> Hazardous Substance Certification Form
Rights	<input type="checkbox"/> Appraisal
	<input type="checkbox"/> Appraisal Review
	<input type="checkbox"/> Title Insurance
	<input type="checkbox"/> Preliminary Title Report
	<input type="checkbox"/> Environmental Site Assessment Report or RCO Property Assessment Checklist
	<input type="checkbox"/> Hazardous Substance Certification Form
Easement	<input type="checkbox"/> Appraisal
	<input type="checkbox"/> Appraisal Review
	<input type="checkbox"/> Title Insurance
	<input type="checkbox"/> Preliminary Title Report
	<input type="checkbox"/> Easement
	<input type="checkbox"/> Assignment of Rights
	<input type="checkbox"/> Environmental Site Assessment Report or RCO Property Assessment Checklist
	<input type="checkbox"/> Hazardous Substance Certification Form
Farmland Easement	<input type="checkbox"/> Appraisal
	<input type="checkbox"/> Appraisal Review
	<input type="checkbox"/> Title Insurance
	<input type="checkbox"/> Preliminary Title Report
	<input type="checkbox"/> Easement
	<input type="checkbox"/> Assignment of Rights

When Billing	Required Attachment
Lease	<input type="checkbox"/> Lease
	<input type="checkbox"/> Title Insurance
	<input type="checkbox"/> Assignment of Rights
Escrow Payment	<input type="checkbox"/> Estimated Settlement Statement (required at the time of transaction)
	<input type="checkbox"/> Preliminary Title Report (required at the time of transaction)
	<input type="checkbox"/> Deed of Right (required, if applicable, before closing grant, grants manager verifies before closing)
	<input type="checkbox"/> Assignment of Rights (required, if applicable, before closing grant, grants manager verifies before closing)
	<input type="checkbox"/> Easement (required, if applicable, before closing grant, grants manager verifies before closing)
	<input type="checkbox"/> Lease (required, if applicable, before closing grant, grants manager verifies before closing)
	<input type="checkbox"/> Baseline Inventory (required, if applicable, before closing grant, grants manager verifies before closing)
	<input type="checkbox"/> Relocation Plan (required, if applicable, before closing grant, grants manager verifies before closing)
Appraisal	<input type="checkbox"/> Appraisal
Appraisal Review	<input type="checkbox"/> Appraisal Review
Environmental Audit	<input type="checkbox"/> Environmental Site Assessment Report or RCO Property Assessment Checklist
Wetland Delineation	<input type="checkbox"/> Wetland Delineation
Boundary Line Adjustment	<input type="checkbox"/> Boundary Line Adjustment
Cultural Resources	<input type="checkbox"/> Cultural Resources
Survey Costs	<input type="checkbox"/> Survey Property Boundary
Relocation Plan	<input type="checkbox"/> Relocation Plan
Baseline Inventory	<input type="checkbox"/> Baseline Inventory
Property Waiver Received	<input type="checkbox"/> Waiver – in the “Property Details” page, the waiver number and waiver effective date is required
When the Landowner Donates	<input type="checkbox"/> When a landowner donates part of his/her land, the landowner donation statement is required if any part of landowner donation is counted in the RCO billing. This should be recorded as non-reimbursable
Billing More Than Appraised Value for Land	<input type="checkbox"/> Approval to pay more than appraised value document required, if you are to be reimbursed more than appraised value
Expanded Documentation	<input type="checkbox"/> Expanded documentation for invoices and copies of source documents such as timesheets, invoices, and donation logs, are required by RCO, based on its external schedule. If RCO needs expanded documentation, it will be identified in the billing process. Scan and attach required backup documentation. Use the billing attachment type “Billing Expanded Documentation.”