

Steps For Completing A Licensing Agreement

1. **Property Inspection Permission:** Print, fill out, and take with you the Property Inspection Permission form for any property you wish to inspect and have it with you while inspecting the property. This form is available on the right side of the main page of the property you wish to inspect.
2. **Required Liability Insurance:** All Licensees must have liability insurance for any property they license. **The liability insurance cost is included in the property's annual lease price.** We will purchase the liability insurance for you. You and the landowner will receive a Certificate of Insurance attesting to that from the insurance carrier.
3. **Make a Deposit:** If you choose to make the non-refundable "Deposit For 7 Days" payment, it must be done online.
4. **Make The Full Payment:** If you choose to make the full non-refundable "Annual Lease" payment, you must make the payment online. We highly suggest that you do not make the full payment without inspecting the property.
5. **If You Make a Deposit:** If you chose to make the non-refundable "Deposit For 7 Days" payment, you must remit payment of the remaining balance within 7 days. As soon as we receive notification that the deposit has been made you will receive a PayPal Invoice showing the remaining amount due. You can pay this invoice via PayPal or you may mail a check. Keep in mind if mailing a check it must be received within 7 days of making the deposit. If the check is not received within 7 days you will lose your deposit, you will not secure the lease, and your check will be returned.
6. **Payment In Full Made:** Once payment in full has been received, the lease is considered yours, no monies will be refunded.
7. **Required Documents:** After full payment is made, we will send you all the necessary documents listed below to complete your lease.
 - A. **Exclusive Licensing And Indemnity Agreement:** This document is the agreement between you and the landowner. Keep for your records.
 - B. **Exclusive Licensing And Indemnity Agreement Signature Page:** Fill this out and return to Hunt and Ag Land Leasing of America, LLC. Keep a copy for your records. This document must be signed by all sportsperson(s) in your group who will be hunting on the lease. Once any big game season opens no sportsperson(s) may be added or exchanged on the lease. No more names may be on the lease than the maximum

number of sportspersons that is stated on the Exclusive License and Indemnity Agreement.

C. Hunting Permission Form: Once we receive the signed Exclusive License and Indemnity Agreement Signature Page we will send you your written hunting permission. Each sportsperson must separately fill out and sign one of these forms. It must be carried with them whenever they are on the property.

8. Returning Documents to Hunt and Ag Land Leasing of America, LLC:

Exclusive Licensing And Indemnity Agreement Signature Page: There are 3 ways to return this document to us.

1. (Preferred) Take a clear picture of the signed page. Text the picture to the cell number of whoever is your Hunt & Ag Land Leasing contact.
2. Email a scan of the signed page to your contact at Hunt & Ag Land Leasing.
3. Mail to :Hunt & Ag Land Leasing of America, LLC
536 Main Street
Caldwell, Ohio 43724