

WoodsRun Timber Sales Process

1. Obtain client information
 - a. Verify all owners of the land
 - b. Copy of a photo ID of all owners
 - c. Obtain Federal E.I.N or Social Security Numbers for IRS 1099 forms
 - d. Copy of any Power of Attorney agreements involved with the sale
2. Sign a service contract agreement between WoodsRun and Owner
3. Locate Property Lines
 - a. Find survey Plat
 - b. Arrange for surveyor if needed
4. Paint sale lines as needed
5. Inventory timber (using a statistical sample or timber cruise)
6. Establish a minimum sales price with owner.
7. Develop the conditions of the sales (specifications/guidelines)
8. Develop a timber sale notice and sale date
9. Send the timber sale notice out to timber buyers
10. Receive bids
11. Have the owner approve the best bid
12. Develop a timber sale contract or timber deed
 - a. Sign the contract or deed by both parties
 - b. Receive Performance Bonds and Advance Deposits
13. Meet with the timber buyer, logger and consultant for a Pre-Harvest Conference
14. Perform timber sale inspections
15. Deposit checks from timber buyer, logger and consultant for a Pre-Harvest Conference
16. Verify settlement sheets
17. Keep Escrow Journal on all settlements
18. Distribute check to Owner and check for commission to WoodsRun Consulting Forestry
19. Complete Extensions if needed
20. Complete a Post-Harvest Conference
21. Ensure any post-harvest road work or other maintenance is completed
22. Distribute any balance of performance ponds back to timber buyer if appropriate
23. Get a Timber Sale Release if needed

Note: Each sales is slightly different and these steps may be modified depending on circumstances.