

How to Process Your Renewal

When renewing a previously Leased RLU, the following steps should be taken to complete the process:

1. Login to the website, arriving at the “My Account” page.

The screenshot shows the 'My Account' page with the following details:

- Messages:** You have 5 new Messages.
- Club Members:** You have 2 Club Members associated with this account.
- Contact Info:** Edit
- Contact Address:** Edit
- Name:** Fw Test
- Email:** home@fwforestry.com
- Phone:** (229) 883-0505
- Accounting Customer #:** N/A
- knkn**
- kn, GA 31707**

Summary of account activity:

- Active leases currently held by the clubs.
- New reservations awaiting approval from the club.
- RLUs currently bidding on.

My Leases	My Reservations	Current Bids
RLU #: 015-00202-022 Acres: 200 Accepted: 3/29/2016 2:37:47 PM Status: Accepted	RLU: 015-00202-014 Acres: 100 Reserved: 3/2/2016 10:00:13 AM	RLU: 019-015189-001 Acres: 100 Status: Highest Bid

2. Click on the RLU number in the “My Reservations” column.
After clicking on “View Reservation Details”, you are given the opportunity to **Accept** or **Decline** the RLU reservation made for your club. If you choose to **accept** the reservation, you will be directed to the **Reservation Wizard**. Alternatively, if you do not want to renew your Lease for the RLU, clicking **decline** effectively releases it out to open bid for all bidders.

The screenshot shows the 'My Reservation Details' page with the following information:

Reservation Details

- Club Name: Test Hunt Club
- RLU No: 070-015144-001
- Location: Orange County, VA
- Acres: 100
- Lease Start Date: Jun 01, 2017
- Lease End Date: May 30, 2018
- Reserved On: Mar 23, 2017
- Contact: Consultant
Glen Worrell
Phone: (434) 296-1464
- RLU Administrator
Lindsay Von Herbulis
Phone: (434) 296-1464
Email: svonherbulis@fwforestry.com
- Lease Terms: 1 Terms

Term Start Date	Term End Date	Payment Due
Jun 01, 2017	May 30, 2018	Apr 30, 2017

Property Maps: Aerial TOPO Location

3. Next, create your Lease agreement using the “Reservation Wizard”. Directions are provided below.

Reservation Wizard

Be sure to carefully read the directions on each page to verify the information before creating the Lease Document. To proceed through the tabbed pages, click "Next" located at the bottom of the screen. You can select the "Exit" button located at the bottom right of the screen to exit the wizard at any time.

1. Verify Club Members: Displays your hunt club's information. It is very important that you make sure this page lists all of your club's members with their correct address, phone number, and email address. Make sure you update your member's hunting Lease number annually, and that you add any new members to this list. Once you've completed this step, click "Next" to proceed to the "Print Lease Agreement" tab.

1. Verify/Update Club Members 2. Print Lease Agreement 3. Payment Information

Make changes to your club member's list as needed, using the tools below. Make sure ALL club members are listed.

Once you have verified that the list is correct, click the NEXT button at the bottom of the page to create and print your lease agreement document.

[Click Here to Add a New Club Member](#)

Club Member Name	Address	Edit Info/Delete Members
Test Test	456 Orbis Lane , Charlotte - NC 28273	Edit Delete

Click "Next" to Create your lease Document.

[Next](#) [Exit](#)

2. Create Lease: Allows you to create your Lease document. When you are sure that all of the reservation information is correct, click "Create Lease Document".

1. Verify/Update Club Members 2. Print Lease Agreement 3. Payment Information

Click the "Create Lease Agreement" button below. A new window will open automatically, containing a downloadable/printable PDF document. You will need to print the PDF document and sign where indicated.

After the license agreement opens in new window, you will then be directed to the "Payment Information" page where you can view and print your payment invoice document that contains detailed instructions regarding the payment and submission of your lease fee.

[Create Lease Document](#)

[Exit](#)




3. Payment Options: Please mail Check (Personal or Cerified) or Money Order to the address listed in the "Payment Invoice" PDF document.

Payment Options

Payment Information

Payment Due Date :	February 28, 2017
Mail BOTH Checks & Invoice To:	F&W Forestry Services NIPF Hunting Attn: T.R. Clark P.O. Box 250 Lafayette, AL 36862
Make 1st Check Payable To:	John Henderson
Total Amount Due:	\$492.00
Make 2nd Check Payable To:	F&W Forestry Services
Total Amount Due:	\$92.61
Total Lease Fee Due:	\$584.61

All related documents can also be accessed from your account page by clicking on the "Download Documents" link.

Payment Invoice:	 Payment Invoice
ATV Permission:	 ATV Request Form
Liability Insurance:	 Club Insurance Policy

[Click here to go back to Account History page.](#)

After the Lease document and payment you submit are received and approved, you will receive an email informing you that your Lease has been "**Executed**". Nothing will be mailed back to you, so please access your account for a copy of your Lease agreement.

Reservation Wizard – E-Lease

Be sure to carefully read the directions on each page to verify the information before creating the Lease Document. To proceed through the tabbed pages, click “Next” located at the bottom of the screen. You can select the “Exit” button located at the bottom right of the screen to exit the wizard at any time.

1. Verify Club Members: Displays your hunt club’s information. It is very important that you make sure this page lists all of your club’s members with their correct address, phone number, and email address. Make sure you update your member’s hunting Lease number annually, and that you add any new members to this list. Once you’ve completed this step, click “Next” to proceed to the “E-Sign Agreement” tab.

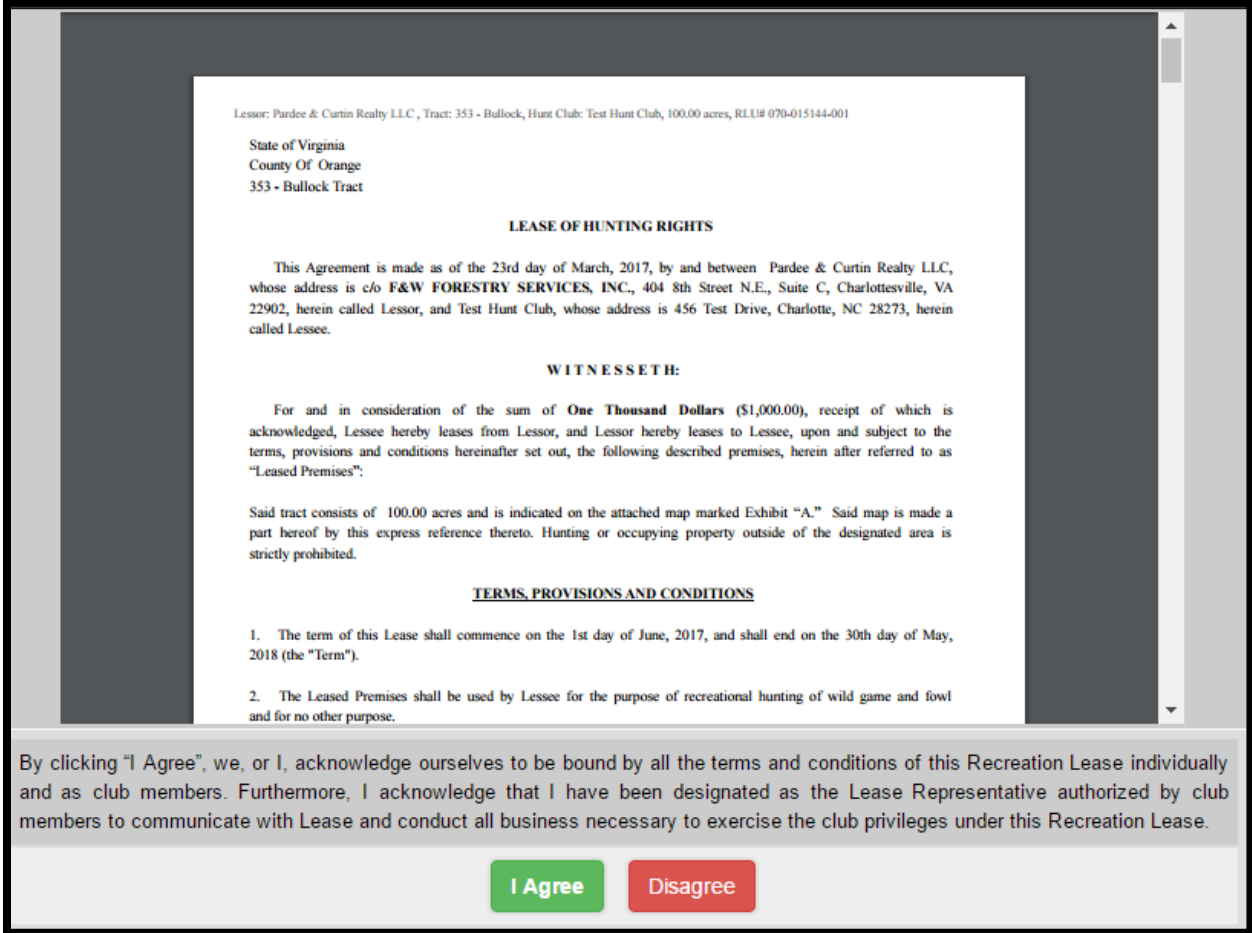
The screenshot shows the first step of the wizard, '1. Verify/Update Club Members'. At the top, there are three tabs: '1. Verify/Update Club Members' (active), '2. E-Sign Lease Agreement', and '3. Payment Information'. Below the tabs, there is a text box with instructions: 'Make changes to your club member's list as needed, using the tools below. Make sure ALL club members are listed. Once you have verified that the list is correct, click the green NEXT button at the bottom of the page to view and e-sign your lease agreement document.' Below the text is a green button labeled 'Click Here to Add a New Club Member'. Underneath is a table with three columns: 'Club Member Name', 'Address', and 'Edit Info/Delete Members'. The table contains one row with the name 'Test Test', address '456 Test Drive , Charlotte - NC 28273', and two links: 'Edit' and 'Delete'. At the bottom of the screen, there are two buttons: a green 'Next >>' button and a red 'Exit' button.

Club Member Name	Address	Edit Info/Delete Members
Test Test	456 Test Drive , Charlotte - NC 28273	Edit Delete

2. E-Sign Lease: Allows you to E-sign your Lease document. When you are sure that all of the reservation information is correct, click “E-Sign Lease Agreement”.

The screenshot shows the second step of the wizard, '2. E-Sign Lease Agreement'. At the top, there are three tabs: '1. Verify/Update Club Members', '2. E-Sign Lease Agreement' (active), and '3. Payment Information'. Below the tabs, there is a text box with instructions: 'Click the "E-Sign Lease Agreement" button below to review and e-sign your lease agreement document. This will generate a preview of the terms and conditions associated with the lease agreement. After reviewing the document, you will be prompted to agree to the terms and conditions of the lease and your signature will be digitally inserted in to the agreement, effectively serving as your signature for the lease.' Below the text is a large green button labeled 'E-Sign Lease Agreement'. At the bottom right of the screen, there is a red 'Exit' button.

3. Click the "I Agree" button to accept the terms and conditions of the License agreement.



Lessor: Pardee & Curtin Realty LLC, Tract: 353 - Bullock, Hunt Club: Test Hunt Club, 100.00 acres, RLU# 070-015144-001

State of Virginia
County Of Orange
353 - Bullock Tract

LEASE OF HUNTING RIGHTS

This Agreement is made as of the 23rd day of March, 2017, by and between Pardee & Curtin Realty LLC, whose address is c/o F&W FORESTRY SERVICES, INC., 404 8th Street N.E., Suite C, Charlottesville, VA 22902, herein called Lessor, and Test Hunt Club, whose address is 456 Test Drive, Charlotte, NC 28273, herein called Lessee.

WITNESSETH:

For and in consideration of the sum of **One Thousand Dollars (\$1,000.00)**, receipt of which is acknowledged, Lessee hereby leases from Lessor, and Lessor hereby leases to Lessee, upon and subject to the terms, provisions and conditions hereinafter set out, the following described premises, herein after referred to as "Leased Premises":

Said tract consists of 100.00 acres and is indicated on the attached map marked Exhibit "A." Said map is made a part hereof by this express reference thereto. Hunting or occupying property outside of the designated area is strictly prohibited.

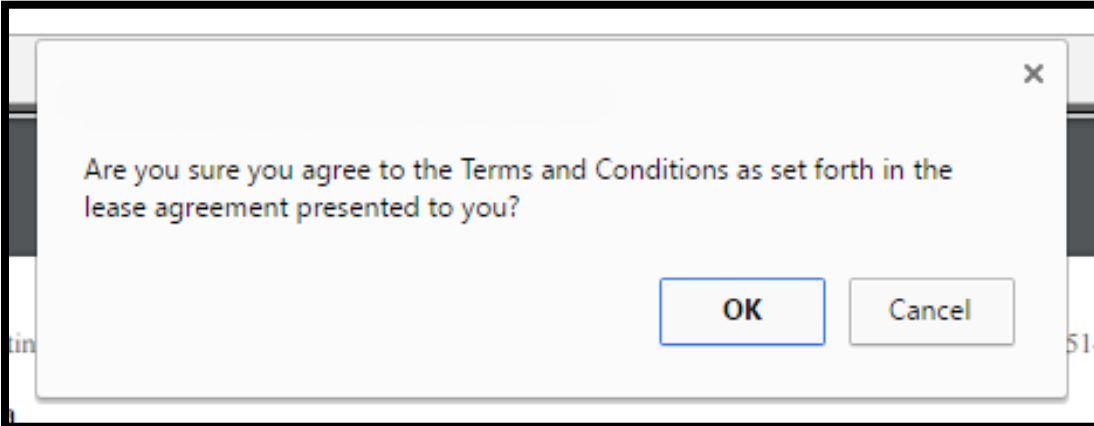
TERMS, PROVISIONS AND CONDITIONS

1. The term of this Lease shall commence on the 1st day of June, 2017, and shall end on the 30th day of May, 2018 (the "Term").
2. The Leased Premises shall be used by Lessee for the purpose of recreational hunting of wild game and fowl and for no other purpose.

By clicking "I Agree", we, or I, acknowledge ourselves to be bound by all the terms and conditions of this Recreation Lease individually and as club members. Furthermore, I acknowledge that I have been designated as the Lease Representative authorized by club members to communicate with Lease and conduct all business necessary to exercise the club privileges under this Recreation Lease.

I Agree **Disagree**

4. Click the "Ok" button to confirm accepting the terms and conditions of the License agreement.



Are you sure you agree to the Terms and Conditions as set forth in the lease agreement presented to you?

OK **Cancel**

5. Payment Information: Please mail a Certified Check or Money Order to the address listed in the “Payment Invoice” PDF document.




1. Verify/Update Club Members 2. E-Sign Lease Agreement **3. Payment Information**

Payment Options

Payment Information

Payment Due Date :	April 30, 2017
Mail BOTH Checks & Invoice To:	F&W Forestry Services NIPF Hunting Attn: Glen Worrell 404 8th Street N.E., Suite C Charlottesville, VA, 22902
Make 1st Check Payable To:	Pardee & Curtin Realty LLC
Total Amount Due:	\$1,000.00
Make 2nd Check Payable To:	F&W Forestry Services
Total Amount Due:	\$84.00
Total Lease Fee Due:	\$1,084.00

All related documents can also be accessed from your account page by clicking on the "Download Documents" link.

Payment Invoice:	 Payment Invoice
ATV Permission:	 ATV Request Form
Liability Insurance:	 Club Insurance Policy

[Click here to go back to your Account Information page.](#)

[Exit](#)

After the License document and payment you submit are received and approved, you will receive an email informing you that your License has been “Executed”. Nothing will be mailed back to you, so please access your account for a copy of your License agreement.