



*Bustins Island Village Corporation*  
*Established 1913*

To: Trustees of Bustins Real Estate Trusts  
From: M. Susan Spalding, Clerk, BIVC  
Re: Change of Trustees  
Date: March 3, 2015

This is to let you know what the required procedures are if there is a change of trustees of your Trust, so that the Board of Overseers can determine the legal BIVC voters.

On August 31, 2014 the Board of Overseers revised the BIVC voting policy. There was concern that those holding property as trustees of a Trust were not held to the same burden of proof of voter eligibility that property owners are. To rectify that, they added section 9b to the policy. The entire Voting policy can be seen under Policies on [www.bivc.net](http://www.bivc.net).

**9. Voter Eligibility Qualifying Documentation:**

- a. **Individual - Current Freeport real estate tax records as held by the BIVC Clerk**
- b. **Trust**
  - i. **Current Freeport real estate tax records as held by the BIVC Clerk indicating the trust name and trustees.**
  - ii. **When there is a change of trustees, a Certificate of Trust indicating the current trustees must be recorded with the Cumberland County Registry of Deeds and a copy provided to the Clerk.**

On February 21, 2015 The Board of Overseers devised sample forms for your convenience if there is a change of trustees to your Trust: a Certificate of Trust and a Resignation as Trustee. These forms can be found under Forms on [www.bivc.net](http://www.bivc.net). They are suggested forms, and you may use other forms giving the same information, if you choose.

After you file and receive the original Certificate of Trust (and Resignation as Trustee, if applicable) back from the Registry of Deeds, you must supply me with a copy of each.

This is a one-time process unless you change trustees again. In that case you would need to repeat the process.

Here is the URL showing how to record a document with the Registry:  
[www.cumberlandcounty.org/315/Fee-Schedule](http://www.cumberlandcounty.org/315/Fee-Schedule)

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Let me annotate the last section of their instructions for you. I spoke with the Registrar for some clarification:

## **Registry Requirements for Recording Documents**

- The name must be typed or printed below the signature line.
- The corporate name must be typed at signature for indexing.  
(N/A for Bustins)
- You must have the original document.  
(This means you must provide it to them. If you supply a return address they will return the original to you with the book/page and date stamped on it.)
- The document must be acknowledged and notarized.  
(This just means notarized.)
- Deeds conveying property must include a transfer tax form, and pay tax, unless exempt.  
(N/A for this purpose)
- There is a maximum of 20 names on an assignment.
- Each document must contain the name of a grantor and a grantee.  
(N/A for this purpose)

## **To review what you need to do**

- Fill out the form(s), Certificate of Trust (and Resignation of Trustee, if applicable).  
The book and page of your deed and lot numbers are on your deed.
- Have the form(s) notarized.  
(a requirement of the Registry).
- File the form(s) with the Cumberland County Registry of Deeds.  
[www.cumberlandcounty.org/315/Fee-Schedule](http://www.cumberlandcounty.org/315/Fee-Schedule)
- Provide copies of the recorded form(s) to me.  
BIVC Clerk, PO Box 22, South Freeport, ME, 04078.

If you have any questions do not hesitate to contact me at 207-865-3772,  
[bivc.clerk@gmail.com](mailto:bivc.clerk@gmail.com).