

Dear Applicant:

The following information is to help guide you through the Nomination Process. We hope you will find it helpful.

- 1) Nominated properties must be at least 90 years old.
- 2) If the property is (or goes) on the market for sale during the Nomination cycle, it must be withdrawn and renominated by the new owners at a later date.
- 3) Please complete the 2-page Village Heritage Foundation Nomination Form as thoroughly as you can. This form can be downloaded from the VHF website, or picked up at Tufts Archives.
- 4) Please consult multiple sources to verify the information you are submitting. You may want to note those sources on the form.
- 5) The following are several sources that may be helpful for information gathering:
  - Tufts Archives Cottage Boxes
  - Tufts Archives Cottage Tax Records
  - Moore County Register of Deeds online
  - Digitalnc.org (newspaper search **The Pinehurst Outlook** and **The Pilot**.)
- 6) All Nominated Properties will be kept confidential during the decision-making process. You can expect written notification from the Plaque Committee in early June.

**HOW TO SUBMIT YOUR COMPLETED FORM to TUFTS ARCHIVES:**

1. No later than **April 15th** place your form along with all requested information, documentation and photos into a folder or envelope. Please DO NOT put the property name on the outside of the packet. Simply mark it with VHF PLAQUE COMMITTEE
2. Place in designated location.
3. **No applications will be accepted after April 15<sup>th</sup>.**
4. **Please keep A COPY for yourself.**

If you should have any questions or need help with the Nomination process any time prior to submitting your nomination, please feel free to reach out to one of the VHF Plaque Committee Co-Chairs:

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