

# **Instructions for Completing the Coastal Real Property Claim Form (Green Form)**

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## 1. Instructions for Submitting a Coastal Real Property Claim

To make a **Coastal Real Property Claim** under the Deepwater Horizon Economic and Property Damages Settlement Agreement (the "Settlement") for damages arising from the Deepwater Horizon Incident on April 20, 2010, (the "Spill"), you must complete and submit this Claim Form and all documentation required by the Settlement ("Supporting Documentation") to the Claims Administrator on or before **June 8, 2015**.

**The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions at this time.**

1. The **Coastal Real Property Claim** is for individuals or businesses who prove that they owned or leased Residential Parcels, Commercial Parcels, Deeded Boat Slips or other types of Parcels, with an eligible County Land Use Designation and located within the Coastal Real Property Claim Zone Map during the time period April 20, 2010 to December 31, 2010. In addition to recovering an amount based on the location of the Parcel or Boat Slip and the period of legal possession of the Parcel or Deeded Boat Slip by each claimant, a claimant may recover additional damages upon proving that physical damage occurred to Real or Personal Property located on the Parcel or Deeded Boat Slip in connection with the Spill or as a result of Spill response cleanup operations that were consistent with the National Contingency Plan or specifically ordered by the Federal On-Scene Coordinator or a delegate thereof, with the exception of any damage claimed for intrusion of oil, dispersant, or other substances on to the claimant's Parcel(s) or Deeded Boat Slip(s).

2. Do not use this Claim Form if you seek payment only for bodily injury arising from the Deepwater Horizon Incident. To get more information about the Medical Benefits Settlement and to determine whether you are eligible for benefits under that settlement, visit [www.deepwaterhorizonsettlements.com](http://www.deepwaterhorizonsettlements.com) or call 1-877-545-5111. For TTY assistance, call 1-800-877-8973.

3. If you have access to a computer with an internet connection, it will be far easier for you to fill out and submit your Claim Form online, rather than on this paper Claim Form. The online claim process will guide you through only the specific questions you need to answer, and will instruct you about the specific Supporting Documentation you must submit, based on the answers you enter as you go along. Go to [www.deepwaterhorizonsettlements.com](http://www.deepwaterhorizonsettlements.com) to submit a claim online.

4. If you choose to fill out a paper Claim Form, be sure to read the entire Claim Form and fill out every section needed to assert your claim, and also read Section 4 of this Instructions Booklet to find out what Supporting Documentation you have to submit along with your claim. If you need more space to answer any questions, put the answer on a separate page and attach it to your Claim Form.

5. As you complete your Claim Form and review the list of required Supporting Documentation, you may come across words that are unfamiliar to you. Section 2 of this Instruction Booklet defines many terms that are found in the Claim Form or in the Supporting Documentation descriptions. Consult these definitions if you need help understanding the meaning of a particular term.

6. Any term used in the Claim Form or in this Instructions Booklet that is defined in the Settlement will have the meaning set forth in the Settlement. If there is any conflict between the terms in the Settlement and the terms in the Claim Form or in this Instructions Booklet, the meaning set forth in the Settlement controls.

Submit your Claim Form and all required Supporting Documentation by sending it to the Claims Administrator in one of these ways:

**Regular Mail:**

Deepwater Horizon Economic Claims Center  
P.O. Box 10272  
Dublin, OH 43017-5772

**Fax:**  
(888) 524-1583

7. **Overnight, Certified or Registered Mail:**

Deepwater Horizon Economic Claims Center  
c/o Claims Administrator  
5151 Blazer Parkway Suite A  
Dublin, OH 43017

**Email Attachment:**  
[ClaimForms@deepwaterhorizoneconomicsettlement.com](mailto:ClaimForms@deepwaterhorizoneconomicsettlement.com)

Your claim will be reviewed more quickly if you submit all of your Supporting Documentation along with your Claim Form. If you need to submit any Supporting Documentation separately, put your name and Tax Identification Number on a cover sheet or on the first page of what you submit, so the Claims Administrator can properly place the documents in your file.

8. If you have any questions about how to submit your claim, go to [www.deepwaterhorizonsettlements.com](http://www.deepwaterhorizonsettlements.com), or call toll free at 1-800-353-1262. Do not call the Court or any Judge's office to ask questions about how to complete this Claim Form, what documentation is required, or the status of your claim, in general.

## 2. Definitions

1.	<b>Coastal Real Property Claim Zone:</b> All Parcels or Deeded Boat Slips shaded blue located within the Coastal Real Property Claim Zone Map, which can be found at <a href="http://www.deepwaterhorizonsettlements.com">www.deepwaterhorizonsettlements.com</a> .
2.	<b>Coastal Real Property Compensation Amount:</b> Amount calculated for an Eligible Parcel for oil and dispersant damage to Coastal Real Property. If more than one claimant is eligible to receive the Coastal Real Property Compensation Amount for a Parcel or Deeded Boat Slip, the compensation amount is split among the eligible claimants based on their period or share of ownership between April 20, 2010, and December 31, 2010.
3.	<b>Effective Date:</b> The date that the Settlement becomes effective, which is after the Court grants "final approval" of the Settlement and any appeals are resolved.
4.	<b>Eligible Claimant:</b> An Individual or Entity that, for a certain amount of time between April 20, 2010 and December 31, 2010, owned or leased an Eligible Parcel or Deeded Boat Slip.
5.	<b>Eligible Parcel:</b> A Parcel with a Land Use Designation listed in Section 6 of this booklet or Deeded Boat Slip located within the Coastal Real Property Claim Zone.
6.	<b>Incompetent Class Member:</b> A Natural Person who lacks the capacity to enter into a contract on his or her behalf at the time of a Claims Form submission to the Claims Administrator, in accordance with the state laws of that person's domicile as applied to adult capacity issues, whether through power of attorney, agency documents, guardianship, conservatorship, tutorship, or otherwise.
7.	<b>Minor Class Member:</b> A Natural Person whose age is below that of the majority rule for the state in which the minor resides at the time of a Claim Form submission to the Claims Administrator.
8.	<b>Natural Person:</b> A human being; Includes the estate of a human being who died on or after April 20, 2010. For purposes of the Settlement, a Natural Person that is the estate of a human being who died on or after April 20, 2010, a Minor Class Member or Incompetent Class Member, shall be deemed to act through his, her or its Representative.
9.	<b>Parcel:</b> A plot of land that can be sold or purchased.
10.	<b>Personal Property:</b> Property that is movable such as deck furniture, machinery or equipment (i.e., property that is not Real Property).
11.	<b>Physical Damage:</b> Examples of eligible physical damage to Real or Personal Property located on an Eligible Parcel includes physical damage to a dock, landscaping, deck furniture, building or patio caused by a vehicle, machinery or equipment used for Spill response cleanup operations. Does not include compensation for removal or clean up of oil or dispersants on the Eligible Parcel, which is compensated by the Coastal Real Property Compensation Amount.
12.	<b>Professional Land Survey:</b> A professional determination used to determine the size, location and boundaries of a piece of property.
13.	<b>Real Property:</b> Includes land, improvements thereon and property of any nature appurtenant or affixed to the land. Real Property does not include property that can be removed, such as equipment.
14.	<b>Representative:</b> If a claimant is a Minor or Incompetent, the Representative is the legal guardian of the claimant. If the claimant is deceased, the Representative is the duly authorized legal representative of the claimant's estate.
15.	<b>Residential Parcel:</b> A Parcel designated with a residential classification by the county or parish where it is located.
16.	<b>SCAT:</b> Deepwater Horizon Unified Command Shoreline Cleanup Assessment Teams, which were responsible for determining where oil was present after the Spill.

### 3. Detailed Instructions for Answering Coastal Real Property Claim Form Questions

**Instructions for Determining Parcel or Deeded Boat Slip Eligibility.** Before you complete a Coastal Real Property Claim Form, you must find out if your Parcel or Deeded Boat Slip is Eligible. An Eligible Parcel or Deeded Boat Slip is one that is within the Coastal Real Property Claim Zone. To find out if your Parcel or Deeded Boat Slip is Eligible, call 1-800-353-1262 for help determining if the Parcel you owned is included in the Coastal Real Property Claim Zone. If you have internet access, you may also go to [www.deepwaterhorizonsettlements.com](http://www.deepwaterhorizonsettlements.com), type in the address of the Parcel, and it will tell you whether the Parcel or Deeded Boat Slip is located within the Coastal Real Property Claim Zone.

If your Parcel or Deeded Boat Slip is not included in the Coastal Real Property Claim Zone, it is preliminarily not considered Eligible and you cannot submit a Coastal Real Property Claim Form for that Parcel or Deeded Boat Slip.

If you disagree with the Coastal Real Property Claim Zone Map and think your Parcel or Deeded Boat Slip should be included as Eligible on the Map, you may request a review of the eligibility designation of your Parcel or Deeded Boat Slip. The Claims Administrator will review your Eligibility Request Form and determine whether your Parcel or Deeded Boat Slip is within, or should be added to, the Coastal Real Property Claim Zone. If your Parcel or Deeded Boat Slip is added to the Coastal Real Property Claim Zone, you may then submit a Coastal Real Property Claim Form.

To request a review of your Parcel's or Deeded Boat Slip's eligibility designation, detach and fill out the two-page Coastal Real Property Parcel or Deeded Boat Slip Parcel Eligibility Request Form attached to the Coastal Real Property Claim Form and submit it with the required documentation to support your request for a review of your Parcel's or Deeded Boat Slip's eligibility designation. Section 5 of this Instructions Booklet explains how to complete the Parcel Eligibility Request Form.

**The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions or Parcel Eligibility Request Forms at this time.**

The following instructions will take you step-by-step through the Coastal Real Property Claim Form. The sections and numbers in these instructions refer to the same sections and numbers in the Claim Form.

#### A. Claimant Information

If you are completing this Claim Form on your own behalf, provide your personal information in this section. If you are completing this Claim Form on behalf of the claimant, fill in the claimant's information.

1.	<b>Name of Natural Person or Business</b>	If you are making this claim as an individual, print your last name, first name, and middle initial in the appropriate boxes. If you are making this claim on behalf a business, print the full name of the business in the box labeled, "Last Name or Full Name of Business."
2.	<b>Social Security Number <i>or</i> Individual Taxpayer Identification Number <i>or</i> Employer Identification Number</b>	If you are making this claim as an individual, provide your Social Security Number or Individual Taxpayer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XXX-XX-XXXX. If you are making this claim on behalf of a business, provide the business' Employer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XX-XXXXXXX
3.	<b>Claimant Number</b>	If you filed a claim with the GCCF, your GCCF Claimant Number will also be your Claimant Number in the Deepwater Horizon Settlement Program. If you did not file a claim with the GCCF, you will receive a new nine-digit Claimant Number when you file your initial Registration Form with the Deepwater Horizon Settlement Program.  If you filed a claim with the GCCF, check the box next to "GCCF Claimant Number" and write your seven-digit Claimant Number in the spaces provided. Write one number in each space.  If you already have a Deepwater Horizon Settlement Program Claimant Number, check the box next to "Deepwater Horizon Settlement Program Claimant Number" and write your nine-digit Claimant Number in the spaces provided. Write one number in each space.  If you do not already have a Deepwater Horizon Settlement Program Claimant Number and you did not file a claim with the GCCF, leave this question blank.

## B. Information Required for a Coastal Real Property Claim

If you are asserting a Coastal Real Property Claim for more than one Parcel or Deeded Boat Slip and need additional pages, photocopy the Claim Form before completing it and attach the copy to the Claim Form for submission. Make one copy for each additional Parcel or Deeded Boat Slip. If you are not prepared to submit all of your Coastal Real Property Claims at the same time, you can submit claims for additional Parcels or Deeded Boat Slips separately, as long as they are all submitted within six months of the date you receive your first payment from the Deepwater Horizon Economic Claims Center. **The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions at this time.**

1.	<b>Parcel Eligibility</b>	<p>Check "Yes" if, at any time between April 20, 2010 and December 31, 2010, you owned or leased an Eligible Parcel or Deeded Boat Slip within the Coastal Real Property Claim Zone.</p> <p>Check "No" if you owned or leased an Eligible Parcel or Deeded Boat Slip, but not at any time between April 20, 2010 and December 31, 2010, or if you owned or leased a Parcel or Boat Slip between April 20, 2010 and December 31, 2010 that is not determined Eligible by the Coastal Real Property Claim Zone Map. If you disagree with your Parcel's designation, stop filing out the Claim Form, and complete the Coastal Real Property Parcel or Deeded Boat Slip Eligibility Request Form located on the last two pages of the Claim Form.</p>
2.	<b>Identify the type of Property for which you are making your Coastal Real Property Claim (the "Parcel").</b>	<p>Pick whether you are making a claim for a Residential, Commercial or Other type of Parcel with an eligible County Land Use Designation or Deeded Boat Slip. Check only one box. If you are making multiple claims for different Parcels or Deeded Boat Slips, you must make another copy of this Section and fill it for each Parcel or Deeded Boat Slip.</p>
3.	<b>Address of the Parcel or Deeded Boat Slip</b>	<p>If the property is a Parcel, print the street address on the row labeled "Street," the City, State and Zip Code in the appropriate boxes. Provide the Parish or County in the row labeled "Parish/County." If the property is a Deeded Boat Slip with a street address, follow the same instruction. If the property is a Deeded Boat Slip without a street address and there is another description you can give for its location, write that where it says "Other Description."</p>
4.	<b>Tax Assessment Identification Number</b>	<p>Provide your Tax Assessment Identification Number. You can find the Tax Assessment Identification Number on the Tax Assessment Form for the Parcel or Deeded Boat Slip.</p>
5.	<b>Parcel Identification Number</b>	<p>Provide your Parcel Identification Number. You can find the Parcel Identification Number on the deed or on the Tax Assessment Form for the Parcel or Deeded Boat Slip.</p>
6.	<b>Are you the owner of the Parcel or Deeded Boat Slip?</b>	<p>Check "Yes" if you owned the Parcel or Deeded Boat Slip for which you are making a Claim. Check "No" if you leased the Parcel or Deeded Boat Slip from someone else at some time between April 20, 2010 and December 31, 2010. If you checked "No," go to Question 13.</p>
7.	<b>Dates of Ownership.</b>	<p>Provide the dates you purchased and sold the Parcel or Deeded Boat Slip in this format: Month/Day/Year to Month/Day/Year. If you are still the current owner, indicate the date you purchased the Parcel or Deeded Boat Slip and check the box labeled "Check here if you currently own the Parcel or Deeded Boat Slip."</p>
8.	<b>Did you lease your Parcel or Deeded Boat Slip to another party at any time between April 20, 2010 and December 31, 2010?</b>	<p>If you are the owner of the Parcel or Deeded Boat Slip and leased it to another party for at least 60 days between April 20, 2010, and December 31, 2010, check "Yes." If you did not lease the Parcel or Deeded Boat Slip to anyone, or for less than 60 days between April 20, 2010, and December 31, 2010, check "No." If you are the owner of the Parcel or Deeded Boat Slip and you leased it to another party for the entire period between April 20, 2010, and December 31, 2010, you are not eligible to make a Coastal Real Property Claim and you should not complete and submit the Claim Form.</p>
9.	<b>Sole owner of Parcel or Deeded Boat Slip</b>	<p>If you were the only owner of the Parcel or Deeded Boat Slip from April 20, 2010 through December 31, 2010 (other than owning with your spouse), answer "No." If you owned the Parcel or Deeded Boat Slip with another person not your spouse at the same time during April 20, 2010 through December 31, 2010, check "Yes."</p>

10.	<b>List of other co-owners and their ownership percentage</b>	Only answer this question if you checked "Yes" for Question 9, indicating there are co-owners who owned the Parcel or Deeded Boat Slip at some time between April 20, 201 and December 31, 2010. In Question 10(a), provide your ownership percentage of the Parcel. In Question 10(b), provide the full name and ownership percentage of any individual or business that co-owned the Parcel at the same time as you did.
11.	<b>Change of ownership between April 20, 2010 and December 31, 2010.</b>	If the Parcel or Deeded Boat Slip was sold during the period of April 20, 2010 through December 31, 2010, answer "Yes" and then give the sale date in the blanks provided in this format: Month/Day/Year. If you did not sell the Parcel or Deeded Boat Slip during this period, answer "No."
12.	<b>List of other known owners</b>	If you checked "Yes" for Question 11 indicating that you sold the Parcel or Deeded Boat Slip, provide, to the best of your ability, the full name of any other individual or business who owned the Parcel or Deeded Boat Slip during the time period April 20, 2010 through December 31, 2010.
13.	<b>Are you the Lessee of the Parcel or Deeded Boat Slip?</b>	If you leased the Parcel or Deeded Boat Slip from another party for at least 60 days between April 20, 2010, and December 31, 2010, answer "Yes." If you did not lease the Parcel or Deeded Boat Slip from another party for at least 60 days between April 20, 2010, and December 31, 2010, or are making this claim as the owner of the Parcel or Deeded Boat Slip, check "No" and go to Question 15.
14.	<b>Lease Dates</b>	Provide the beginning and end dates of your lease of the Parcel or Deeded Boat Slip in this format: Month/Day/Year to Month/Day/Year. If you are the current Lessee, indicate the beginning date of your lease and check the box labeled "Check here if you currently lease the Parcel or Deeded Boat Slip."
15.	<b>Physical damage to Real or Personal Property</b>	If you are claiming physical damage to Real or Personal Property that is located on your Parcel or Deeded Boat Slip, check "Yes." The physical damage must be a result of the Spill or Spill response cleanup operations. Refer to Section 2, row 11, of this Instructions Booklet for examples of physical damage. If you are not claiming physical damage to Real or Personal Property that is located on the Parcel or Deeded Boat Slip, check "No" and go to Section C. If you are claiming that your Vessel/Boat was damaged by the Spill or clean-up response operations, check "No" and submit a Vessel Physical Damage Claim Form (Black Form).
15(a)	<b>Cause of physical damage</b>	Check "Spill" if the physical damage to your Real or Personal Property was the result of the Spill. Check "Spill Response Cleanup Operations" if the physical damage to your Real or Personal Property was the result of Spill response cleanup operations, including Vessels of Opportunity ("VoO"). Physical damage caused by the intrusion of oil, dispersant or other substances onto your Parcel or Deeded Boat Slip cannot be compensated under this provision because the cost of that physical damage is part of your Coastal Real Property Compensation Amount.
15(b)	<b>If the damage was the result of Spill response cleanup operations, were they consistent with the National Contingency Plan or ordered by the FOSC?</b>	Only answer this question if you check "Spill Response Cleanup Operations" in 15(a). If you check "Spill" in Question 15(a), leave Question 15(b) blank and go to Question 16.  Check "Yes" if the Spill response cleanup operations that caused damage to your Real or Personal Property operations consistent with the National Contingency Plan, which can be VoO operations, or operations specifically ordered by the Federal On-Scene Coordinator or his or her delegate.  Check "No" if the Spill response cleanup operation that caused physical damage to your were NOT VoO operations, operations consistent with the National Contingency Plan or operations specifically ordered by the Federal On-Scene Coordinator or his or her delegate.  Check "Do Not Know" if you do not know whether the Spill response cleanup operation that caused physical damage to your property were VoO operations, operations consistent with the National Contingency Plan or operations specifically ordered by the Federal On-Scene Coordinator or his or her delegate.

16.	<b>Ownership of physically damaged Real or Personal Property</b>	Check "Yes" if you owned the Real or Personal Property at the time it was damaged. Check "No" if you did not. If you checked "No," go to Section C.
17.	<b>Description of physical damage to Real or Personal Property</b>	To the best of your ability, describe in detail the physical damage to the Real or Personal Property. Provide the following information about the Real or Personal Property that was physically damaged: (a) the type of Real or Personal Property that was physically damaged; (b) if Personal Property was physically damaged, the location of the Personal Property on your Parcel when the damage occurred; (c) if Real Property was physically damaged, the location of the damage on the Parcel; (d) a description of the physical damage to your Real or Personal Property; (e) how the physical damage occurred; and (f) what or who caused the physical damage.
18.	<b>Condition of property before the damage</b>	Describe in detail the condition of your Real or Personal Property before the damage occurred.
19.	<b>Did you repair the physically damaged Real or Personal Property?</b>	Check "Yes" if you already repaired your Real or Personal Property; check "No" if you have not. If you check "Yes," provide: (a) the name, address, and telephone number of the individual or business that repaired your damaged Real or Personal Property; (b) the cost to repair your damaged Real or Personal Property; and (c) a description of the repairs made to your Real or Personal Property.
20.	<b>Did you replace the physically damaged property?</b>	Check "Yes" if you have already replaced the damaged Real or Personal Property; check "No" if you have not. If you check "Yes," provide: (a) an explanation of why the damaged Real or Personal Property had to be replaced rather than repaired; (b)(1) the name, address and telephone number of the individual or business from which you obtained the replacement Real or Personal Property; (b)(2) the cost of the replacement Real or Personal Property; (b)(3) the date when the replacement was made; and (b)(4) a description of the replacement Real or Personal Property.
21.	<b>Do you plan to repair the physically damaged Real or Personal Property?</b>	Only answer this question if you checked "No" to both Questions 19 and 20.  Check "Yes" if you have not repaired the damaged Real or Personal Property, but you plan to do so in the future. Check "No" if you do not plan to repair the Real or Personal Property. If you check "Yes," provide: (a) the name, address, and telephone number of the individual or business that will repair the Real or Personal Property, (b) the estimated cost of the repairs, and (c) a description of the planned repairs.
22.	<b>Do you plan to replace the physically damaged Real or Personal Property?</b>	Only answer this question if you checked "No" for both Questions 19 and 20.  Check "Yes" if you have not replaced the damaged Real or Personal Property, but you plan to do so in the future. Check "No" if you will not replace the damaged Real or Personal Property. If you check "Yes," provide: (a) an explanation of why the damaged Real or Personal Property has to be replaced rather than repaired; (b)(1) the name, address and telephone number of the individual or business from which you plan to obtain the replacement Real or Personal Property; (b)(2) the estimated cost of the replacement property; and (b)(3) a description of the replacement Real or Personal Property.



### C. Claimant Verification Statement

1.	<b>I owned the Parcel or Deeded Boat Slip between April 20, 2010 and December 31, 2010</b>	Check the box next to Question 1 if you owned the Parcel or Deeded Boat Slip between April 20, 2010 and December 31, 2010. If you check the box next to Question 1, you must check either box 1(a) or 1(b). Check 1(a) if you did not lease your Parcel or Deeded Boat Slip to anyone for more than 60 days. Check 1(b) if you leased your Parcel or Deeded Boat Slip to someone for more than 60 days. If you check the box for 1(b), you must provide the lessee's information in the grid provided.
2.	<b>I leased the Parcel or Deeded Boat Slip from someone for at least 60 days between April 20, 2010 and December 31, 2010</b>	Check the box next to Question 2 if you did not own the Parcel or Deeded Boat Slip, but instead leased it from someone for at least 60 days between April 20, 2010 and December 31, 2010. If you check box the box for Question 2, you must provide the owner's information in the grid provided.

### D. Documentation Required for a Coastal Real Property Claim

You are required to submit Supporting Documentation with your Claim Form. The documentation requirements can be found in Section 4 of this Instructions Booklet. If you do not submit these documents, the Claims Administrator will not be able to review your claim and you may not be compensated for any losses.

### E. Federal and State Regulatory Requirements

Read this section carefully.

## F. Payment

1.	<b>If You Have Your Own Attorney</b>	Only answer Question F.1 if you have your own attorney. If an attorney is representing you in connection with your Spill-related lawsuit or claim, the Claims Administrator will make payments to both you and your attorney. If you agree to this, you do not need to do anything. If you would rather the Claims Administrator make payments only to your attorney, check the box.
2.	<b>If You Do Not Have Your Own Attorney</b>	If you are not represented by an attorney, you must read Item 2 carefully.
3.	<b>Garnishments, Liens, and other Attachments</b>	Garnishments, liens and other attachments to your claim will be deducted from any payment you receive.
4.	<b>W-9 Form Requirement.</b>	All claimants must submit a W-9 Form. To obtain a copy of that form, go to <a href="http://www.deepwaterhorizonsettlements.com">www.deepwaterhorizonsettlements.com</a> , or by calling 1-800-353-1262.

## 4. Documentation Required for a Coastal Real Property Claim

Review the claimant categories below and find the sections that best fit the answers you provided on your Claim Form. The documents listed in the applicable sections are required for an evaluation of your claim. You may use the checkboxes next to the document descriptions to keep track of what you need to submit.

### Claimant Categories

- A. All Claimants.** All claimants submitting a Coastal Real Property Claim must submit the document listed in this section.
- B. Claimants Who Owned the Parcel or Deeded Boat Slip.** Claimants who owned the Parcel or Deeded Boat Slip must submit the documents listed in this section.
- C. Claimants Who Leased the Parcel or Deeded Boat Slip from Someone Else.** Claimants who leased the Parcel or Deeded Boat Slip from someone else must submit the documents listed in this section.
- D. Claimants Asserting Physical Damage to Real or Personal Property.** Claimants asserting physical damage to their Real or Personal Property located on the Parcel or Deeded Boat Slip must submit the documents listed in this section.

### A. All Claimants

All claimants must submit a W-9 Form. To obtain a copy of your W-9 Form, go to [www.deepwaterhorizonsettlements.com](http://www.deepwaterhorizonsettlements.com), by calling 1-800-353-1262. If you are making multiple claims under the Settlement, you only need to submit the W-9 Form once.

### B. Claimants who owned the Parcel or Deeded Boat Slip at any time between April 20, 2010, through December 31, 2010

If you owned the Parcel or Deeded Boat Slip between April 20, 2010, and December 31, 2010, you must submit the relevant documents below:

(1) Official copy of the deed recorded when you purchased the Parcel or Deeded Boat Slip;

(2) If you leased the Parcel or Deeded Boat Slip to someone else for 60 days or longer during the time period April 20, 2010, to December 31, 2010, provide copies of the leases that were in effect during that time period;

(3) If you sold the Parcel or Deeded Boat Slip during the time period April 20, 2010, through December 31, 2010, provide any relevant sales contracts or other materials that demonstrate the change in ownership; and

### C. Claimants who leased the Parcel or Deeded Boat Slip from someone else for 60 days or longer at any time between April 20, 2010, and December 31, 2010

If you leased the Parcel or Deeded Boat Slip from someone else for 60 days or longer at any time between April 20, 2010, and December 31, 2010, you must submit the following:

(1) The executed lease agreement; and

(2) Documents reflecting lease payments made during the time period between April 20, 2010, and December 31, 2010.

### D. Claimants who are Claiming that Real or Personal Property on the Parcel or Deeded Boat Slip was Damaged as a result of the Spill or Spill Response Cleanup Operations

If you are claiming that your Real or Personal Property located on your Parcel or Deeded Boat Slip was physically damaged as a result of the Spill or Spill response cleanup operations, you must submit the following documents:

(1) Proof that the physical damage occurred between April 20, 2010, and April 18, 2012, as a result of the Spill or Spill response cleanup operations, such as documents, photographs, or videotaped footage;

(2) Proof that you owned the Real or Personal Property at the time it was damaged, such as documents or receipts;

<input type="checkbox"/>	<p>(3) Proof of the condition of the Real or Personal Property before and after the alleged physical damage, such as pictures; and</p>
<input type="checkbox"/>	<p>(4) If you claim to have incurred costs to repair or replace the damaged Real or Personal Property, evidence to establish that the costs were incurred by you and that they were reasonable and necessary, such as receipts, invoices and estimates.</p>
<input type="checkbox"/>	<p>(5) If you are seeking compensation for costs that you plan to incur to repair or replace the damaged property, an estimate of the costs and evidence to establish that the costs are reasonable and necessary, such as invoices and estimates.</p>
<input type="checkbox"/>	<p>(6) You may also use a Coastal Real or Personal Property Physical Damage Sworn Written Statement (SWS-28 and/or SWS-29), completed by yourself or a Third Party, as evidence of Real or Personal Property Damage. To obtain a copy of the Coastal Real or Personal Property Physical Damage Sworn Written Statements, go to <a href="http://www.deepwaterhorizonsettlements.com">www.deepwaterhorizonsettlements.com</a>, call toll free at 1-800-353-1262.</p>

## 5. Detailed Instructions and Document Requirements for Completing and Submitting The Coastal Real Property Parcel or Deeded Boat Slip Eligibility Request Form

The following instructions will take you step-by-step through the Coastal Real Property Parcel or Deeded Boat Slip Eligibility Request Form. The sections and numbers in these instructions refer to the same sections and numbers in the Eligibility Request Form. **The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions or Parcel Eligibility Request Forms at this time.**

Only fill out the Coastal Real Property Parcel or Deeded Boat Slip Eligibility Request Form if your Parcel or Deeded Boat Slip is not located in the Coastal Real Property Claim Zone or does not have an Eligible County Land Use Designation and you are requesting a review of this designation.

To request a review of the designation of your Parcel or Deeded Boat Slip as either not within the Coastal Real Property Claim Zone or not having an Eligible County Land Use Designation listed in Section 6 of this Instructions Booklet, fill out the Eligibility Request Form, detach it from the Coastal Real Property Claim Form, sign it in Section E, and submit the Eligibility Request Form instead of the Claim Form. If your Parcel or Deeded Boat Slip is added to the Coastal Real Property Claim Zone, you may then submit a Coastal Real Property Claim Form.

### A. Reason for Requesting a Review of the Parcel's Designation

Check the first box if your Parcel or Deeded Boat Slip is located within the Coastal Real Property Claim Zone even though it does not appear on the Coastal Real Property Claim Zone Map. Check the second box if your Parcel or Deeded Boat Slip does not have an Eligible County Land Use Designation listed in Section 6 of this Instructions Booklet, but it should. Check the third box if your Parcel or Deeded Boat Slip is not within the Coastal Real Property Claim Zone, but was oiled and should be added to the Coastal Real Property Claim Zone.

### B. Claimant Information

If you are completing this Claim Form on your own behalf, provide your personal information in this section. If you are completing this Claim Form on behalf of the claimant, fill in the claimant's information.

<b>1.</b>	<b>Name of Natural Person or Business</b>	If you are making this claim as an individual, print your last name, first name, and middle initial in the appropriate boxes. If you are making this claim on behalf a business, print the full name of the business in the box labeled, "Last Name or Full Name of Business."
<b>2.</b>	<b>Social Security Number <i>or</i> Individual Taxpayer Identification Number <i>or</i> Employer Identification Number</b>	If you are making this claim as an individual, provide your Social Security Number or Individual Taxpayer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XXX-XX-XXXX. If you are making this claim on behalf of a business, provide the business' Employer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XX-XXXXXXX
<b>3.</b>	<b>Claimant Number</b>	If you filed a claim with the GCCF, your GCCF Claimant Number will also be your Claimant Number in the Deepwater Horizon Settlement Program. If you did not file a claim with the GCCF, you will receive a new nine-digit Claimant Number when you file your initial Registration Form with the Deepwater Horizon Settlement Program.  If you filed a claim with the GCCF, check the box next to "GCCF Claimant Number" and write your seven-digit Claimant Number in the spaces provided. Write one number in each space.  If you already have a Deepwater Horizon Settlement Program Claimant Number, check the box next to "Deepwater Horizon Settlement Program Claimant Number" and write your nine-digit Claimant Number in the spaces provided. Write one number in each space.  If you do not already have a Deepwater Horizon Settlement Program Claimant Number and you did not file a claim with the GCCF, leave this question blank.

**C. Parcel or Deeded Boat Slip Information**

1.	<b>Identify the type of property for which you are making this Eligibility Request (the "Parcel").</b>	Pick whether you are requesting a review of the Claims Administrator's eligibility designation of a Residential/Commercial/Other Parcel or Deeded Boat Slip. Check only one box.
2.	<b>Address of the Parcel or Deeded Boat Slip</b>	If the property is a Residential, Commercial or Other Parcel, print the street address on the row labeled "Street," the City, State and Zip Code in the appropriate boxes. Provide the Parish or County in the row labeled "Parish/County." If the property is a Deeded Boat Slip with a street address, follow the same instruction for that. If the property is a Boat Slip without a street address and there is another description you can give for its location, write that where it says "Other Description."
3.	<b>Tax Assessment Identification Number</b>	Provide your Tax Assessment Identification Number. You can find the Tax Assessment Identification Number on the Tax Assessment Form for the Parcel or Deeded Boat Slip.
4.	<b>Parcel Identification Number</b>	Provide your Parcel Identification Number. You can find the Parcel Identification Number on the deed or on the Tax Assessment Form for the Parcel or Deeded Boat Slip.

**D. Documentation Required for Claimants Requesting a Review of the Designation of the Parcel or Deeded Boat Slip on the Coastal Real Property Claim Zone Map**

If you follow the **Instructions for Determining Parcel or Deeded Boat Slip Eligibility** in Section 3 of this Instructions Booklet and disagree with the designation of your Parcel or Deeded Boat Slip, you may request a review of the mapping designation by submitting Supporting Documentation along with the Coastal Real Property Parcel or Deeded Boat Slip Eligibility Request Form. Read the descriptions below, decide which applies to you, and submit the required documentation.

**(1) Claimants who Request a Review of the Parcel or Deeded Boat Slip Location Designation**

<input type="checkbox"/>	<p>If you follow the <b>Instructions for Determining Parcel or Deeded Boat Slip Eligibility</b> in Section 3 of this Instructions Booklet and determine that your Parcel or Deeded Boat Slip is within the Coastal Real Property Claim Zone even though the map indicates it is not, you may still be eligible for compensation for the Coastal Real Property Claim if you prove the actual presence of your Parcel or Deeded Boat Slip within the Coastal Real Property Claim Zone. Proof of actual presence must be an official document provided by the county or parish tax assessor, Clerk of Court, Registrar of Lands or other governmental lands office or agency such as a 2010 tax notice, or a professional survey of the Parcel or Deeded Boat Slip.</p> <p><b>If you determine your Parcel or Deeded Boat Slip is located within the Coastal Real Property Claim Zone and you are not able to provide the required documentation, you are not eligible for compensation for a Coastal Real Property Claim.</b></p>
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**(2) Claimants who Request a Review of the Eligible County Land Use Designation**

If you follow the **Instructions for Determining Parcel or Deeded Boat Slip Eligibility** in Section 3 of this Instructions Booklet and determine that your Parcel or Deeded Boat Slip is within the Coastal Real Property Claim Zone and has a County Land Use Designation listed in Section 6 of this booklet even though the Coastal Real Property Claim Zone Map indicates your Parcel or Deeded Boat Slip does not, you may still be eligible for compensation if you prove your Parcel or Deeded Boat Slip has a County Land Use Designation listed in Section 6. Proof of County Land Use Designation must consist of documentation from the county tax assessor, Clerk of Court, Registrar of Lands or other governmental lands office or agency sufficient to demonstrate the Parcel or Deeded Boat Slip has an Eligible County Land Use Designation listed in Section 6.

**If you determine your Parcel or Deeded Boat Slip does have an Eligible County Land Use Designation and you are not able to provide the required documentation, you are not eligible for compensation for a Coastal Real Property Claim.**

**(3) Claimants whose Parcel or Deeded Boat Slip is not within the Coastal Real Property Claim Zone, but whose Parcel or Deeded Boat Slip was Oiled**

If you follow the **Instructions for Determining Parcel or Deeded Boat Slip Eligibility** in Section 3 of this Instructions Booklet and determine that your Parcel or Deeded Boat Slip is not located within the Coastal Real Property Claim Zone, you may still be eligible for compensation for the Coastal Real Property Claim if you provide documentation that the Parcel or Deeded Boat Slip was oiled pursuant to SCAT or an official assessment conducted by the Natural Resource Trustees in connection with the DWH Spill.

**If you determine your Parcel or Deeded Boat Slip is not located within the Coastal Real Property Claim Zone and you are not able to provide the required documentation, you are not eligible for compensation for a Coastal Real Property Claim.**

## 6. Eligible County Land Use Designations<sup>1</sup>

Your Parcel or Deeded Boat Slip must have one of the following County Land Use Designation to be considered Eligible.

Abrasive, Asbestos, and Miscellaneous	Master Card	Restaurants
Acreage Not Agricultural	Meats and Fish Markets - Retail	Restaurants (Alcoholic Beverage) - Re
Agricultural	Miniture Golf	Restaurants (Carry-Out Service) - Reta
Airports, Bus Terminals, Marine Terminals, Piers, Marinas	Miscellaneous Residential	Restaurants (Curb Service) - Retail
Airports, Terminals, Marinas	Mixed use	Restaurants, Cafeterias
Amusement-Other	Mobile Home Parks	Restaurants - General
Apartment (Low Rise Single BLDG)	Mobile Home Parks or Court	Retail Trade - Automotive/Marine Cra
Apartments, Duplex	Mobile Homes	Rights-of-way/Streets/Ditches
Auto Sales, Repair, Rental, Etc.	Mobile Homes (Single Trailer)	Rivers and Lakes
Bank/Financial Institution	Motels	Rivers/Lakes/Submerged Lands
Bars and Taverns	Motels, Tourist Centers, Etc.	Service Stations
Boat Docks, Marinas, and Camping Area	Multi-Family	Service Stations - Retail
Boat House	Multi-Family (10 Units or More)	Services - Other
Bowling Alleys/Skating Rinks	Multi-Family (Under 10 Units)	Sewage, Disposal, Solid Waste, Borrow Pits, Drainage Reservoirs, Waste Land, Marsh, Sand Dunes, Swamps
Business Services	Multi-Family 10 Units or More	Sewage Disposal/Landfills, Marsh
Camps	Multi-Family Less than 10 Units	Single Family Residence
Canning and Preserving of Fruits, V	Multi-Use and Milti-Story Building	Single Family Residential
Casinos	Nightclubs, Lounges, Bars	Store (Retail Trade)
Churches	Non Agricultural Acreage	Stores, One Story
Clubs, Lodges, Union Halls	Nursing Homes	Timber (Avg)
Clubs, Lodges, Union Halls, Etc.	Office (Low Rise)	Timber (Good)
Commercial	Office Buildings	Timber (Poor)
Commercial Parking	Office Buildings - Multi Story	Timberland
Commercial Forestry Production	Office Buildings - One Story	Timberland (Fair)
Common Areas	Offices - General	Timberland (Poor)
Community Shopping Centers	One Family Unit	Time Sharing Complex
Concrete, Gypsum, and Plaster Produ	Open Storage/Junk Yards, Etc.	Tourist Attractions
Condominia	Orphanages	Townhouse
Condominium	Other Fabricated Metal Products - M	Townhouse - Single Family
Condominium Res. (High Rise)	Other Finance, Insurance and Real Es	Two Family Units
Condominium Res. (Low Rise)	Other Food and Kindred Products - M	Undefined (Dor Use Only)
Condominium, Master Card	Other Food Processing	Undeveloped and Unused Land
Cropland (Good A1)	Other Food - Retail	Undeveloped Land & Water Areas
Cultural/Entertain/Rec.-Other	Other Forestry Activities and Relat	Union, Fraternal, Civic Service Facil
Duplex Residential	Other Public Assembly	Unknown Commercial

<sup>1</sup> The County Land Use Designations listed above may contain misspelled words, truncated words, omitted letters and/or abbreviations. These designations were taken directly from the electronic data provided by each county or parish. As such, the designations are consistent with the information utilized by each county or parish tax authority in designating your parcel and no corrections or changes were made to the source data.



Enclosed Theatres/Auditoriums	Other Retail Trade	Unknown Landuse
Farms (General)	Paints, Varnishes, Lacquers, Enamel	Vacant Commercial
Financial Institutions	Parking Lots, Mobile Home Parks	Vacant Floor Area, Commercial
Fishing Activities and Related Serv	Parks	Vacant Industrial
Food and Kindred Products - Manufac	Pastureland (Good B1)	Vacant IZ Land (Pave Rd)
General Merchandise	Patio Home	Vacant Land Not Suitable for Develo
Golf Courses, Driving Ranges	Point Cadet Development Corporation	Vacant Land Suitable for Developmen
Hardware, Plumbing, Heating Equip, And	Prefab. Metal Building (Comm)	Vacant Multifamily Residential
Hiway and Street Right of Way	Prefab. Metal Building (Farm)	Vacant Residential
Hotels, Motels	Professional Service Buildings	Vacant Residential Lot
Hotels/Motels	Professional Svcs. Buildings	Vacant Residential Subdivision
Hotels - Residential	Recreational - Classified Use	Vacant St Rural Land (No Road)
Household Units. (Vac)	Recreational (Low Partitions)	Vacant St Rural Land (Pave Rd)
Hunting and Fishing Clubs	Recreational Activities	Vacant Waterfront
Island	Religious Services	Vacant/Undeveloped Land
Lakes and Ponds	Rental - Services	Warehouse
Leasehold Interests	Repair Service Shops	Warehousing and Storage
Machinery, Equipment and Supplies - WH	Repair Services	Warehousing, Distribution Terminals, Trucking Terminals
Manufacturing Homes	Repair Shops (Not Automotive)	Warehousing/Trucking Terminals
Marinas	Residential	Waterfront Improved
Marine Repair Docks	Restaurant	