**Property Management – Surplus Land Checklist**

DT2207 09/2024

**PROJECT ID:**

**PARCEL #(s):**

**HIGHWAY:**

**MUNICIPALITY:**

**COUNTY:**

**UNIT SIZE:**

**MARKETABILTY:**

Please answer the questions below before requesting approval for any surplus land sale. This checklist must be attached to the sale packet that is forwarded for approval.

|  |  |
| --- | --- |
| **Date the parcel was originally marketed or advertised to the general public** | Click or tap to enter a date. |
| **Date all section signoffs were completed** | Click or tap to enter a date. |
| **Date the offer was accepted** | Click or tap to enter a date. |
| **What was the appraised/estimated value of the parcel?** | $ |
| **What is the sale price of the parcel?** | $ |
| **Has the marketability of the parcel changed at any time since it was originally entered into READS?**  If yes, please explain why the marketability changed. | Choose an item. |
| **Does the mapping provided in the sale packet clearly delineate the sale area?** | Choose an item. |
| **Is access defined in the quit claim deed for the parcel being sold?** | Choose an item. |
| **Is the land currently rented?**  If yes, please provide rent charged. | Choose an item. |
| **Are there buildings on the property?** | Choose an item. |
| If yes, have utilities been turned off? | Choose an item. |
| If yes, has WisDOT Capital Asset Manager been notified? | Choose an item. |
| If yes, what are the annual maintenance costs? |  |
| **Is the buyer of this parcel a WisDOT employee or immediate family?** | Choose an item. |
| **To the best of your knowledge, have all other aspects of the sale been completed in accordance with Section 6 of the Real Estate Program Manual and Chapter 84.09(5) of the Wisconsin Statutes?** | Choose an item. |
| **Attached to Sale Packet:**  QCD  Legal Description  Plat  Appraisal  Section Sign-off  CEC | |
|  | |
| **FILL OUT THIS SECTION FOR A GENERAL MARKETABLE PARCEL** | |
| **Type of Sale** | Choose an item. |
| **If Realtor, answer the following:** |  |
| Number of Realtors contacted? |  |
| Why was this Realtor selected? | Choose an item. |
| **If Sealed Bid, answer the following:** |  |
| Date the sealed bid was advertised | Click or tap to enter a date. |
| Date of the sealed bid opening | Click or tap to enter a date. |
| Number of bids |  |
| Sealed bid comments | |
| **If Auction, answer the following:** |  |
| Date auction started | Click or tap to enter a date. |
| Date auction ended | Click or tap to enter a date. |
| Starting bid |  |
| Winning bid |  |
| **Is the parcel part of a project completed after May 25, 2006, and is therefore subject to the provisions of s. 84.09(5)(b)?**  If yes, please answer the following: | Choose an item. |
| Date the construction let project was completed.  (Review control code L in FIIPS) | Click or tap to enter a date. |
| If the recommended sale is below its appraised value, has the parcel been advertised to the general public for over one year? | Choose an item. |
| **Was the parcel offered for 60 days to the DNR, county, municipality, and local school district per s. 84.09(5)(c)?** | Choose an item. |
| **If the 60-day period expired without local interest, were Wisconsin Tribes informed of the parcel’s availability through the Region Tribal Liaison?** | Choose an item. |
|  | |
| **FILL OUT THIS SECTION FOR A LIMITED MARKETABLE PARCEL** | |
| **Date the sealed bid was advertised** | Click or tap to enter a date. |
| **Date of the sealed bid opening** | Click or tap to enter a date. |
| **Number of bids** |  |
| **Sealed bid comments** |  |
| **Is the parcel part of a project completed after May 25, 2006, and is therefore subject to the provisions of s. 84.09(5)(b)?**  If yes, please answer the following: | Choose an item. |
| Date the construction let project was completed.  (Review control code L in FIIPS) | Click or tap to enter a date. |
| If the recommended sale is below its appraised value, has the parcel been marketed or advertised to the general public for over one year? | Choose an item. |
|  | |
| **FILL OUT THIS SECTION FOR A NON-MARKETABLE PARCEL** | |
| **Why is the parcel non-marketable?** | Choose an item. |
| **If the assessed valuation method was used and the parcel is between $15,001-$50,000 in estimated value, was the valuation reviewed by a regional or BTS review appraiser?** | Choose an item. |

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| Property Manager | Surplus Coordinator | DTSD Administration Office | Secretary’s Office |