



WISCONSIN DEPARTMENT OF TRANSPORTATION

READS

Real Estate Automated Data System Training & Reference Manual



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READS is developed and maintained for WisDOT by BEM Systems Inc.
<http://bemsys.com/>

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The READS Launch Page

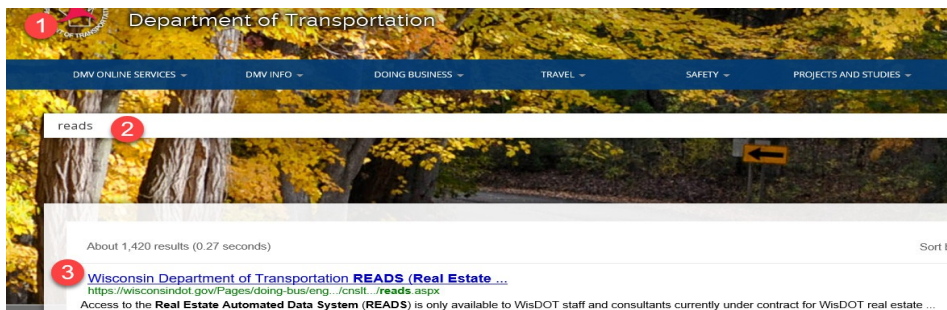
READS Only Works with Internet Explorer

The READS Launch Page is here:

<https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/reads.aspx>

To find it on the Internet

1. Browse to the Wisconsin DOT home page (dot.wi.gov)
2. In the “Search Wisconsin DOT” field, search on reads.
3. Click the first result.



Bookmark the page. Here you will find:

1. The “Start READS” link
2. The Request Access link
3. The READS Training and Reference Manual
4. Video Tutorials

READS (Real Estate Automated Data System)

[Consultant resources](#)
[Real Estate](#)
[Sign up for READS updates](#)
[Start READS](#)

Access to the Real Estate Automated Data System (READS) is only available to WisDOT staff and consultants currently under contract for WisDOT real estate acquisition projects.

- 1 Start READS**

First time users.

 - Before using READS, you must have a valid WAMS ID and [request access](#)
 - Review [READS FAQs](#)
 - Sign up to receive [news about READS updates](#)
- 2**
- 3**

Help, training, tips & tricks

 - General help with READS, see [READS training and reference manual](#)
 - For questions not covered in READS manual, ask your local [READS contact](#)
 - Help with payment requests, view [STAR payment request processes](#)
 - Also review presentation from [May 17](#) or [May 19](#)
 - Parcel Tracking Report, you must run Excel [macro](#)
 - See [instructions new!](#)
 - Relocation & Demolition Tracking Report, you must run Excel [macro](#)
 - See [instructions new!](#)
- 4**

Video tutorials

 - [Exercise 1](#) - introduction for READS video tutorials
 - [Exercise 2](#) - entering project data manually
 - [Exercise 3](#) - construction IDs - plats and parcels
 - [Exercise 4](#) - assigning project roles

READS access requires an authorized WAMS ID

- WAMS (Web Access Management System) IDs are managed by the Wisconsin Department of Administration not by the Department of Transportation.
- A Wisconsin User ID is the same thing as a WAMS ID.
- WAMS IDs are associated with individuals only. WAMS IDs may not be shared.
- Never disclose your WAMS password to anyone.

To Register for (or manage) a WAMS ID, start at the WisDOT WAMS Home Page

(<https://trust.dot.state.wi.us/extntgtwy/consultants/>)

Click the link "Register for a Wisconsin User ID" and follow the prompts.

At the WisDOT WAMS Home Page you can also update your email address (Edit your profile) and recover a forgotten password.

Updating ID profile information

To view or change your e-mail address and other information on your extranet profile go to The WAMS home page and select **"Edit your Profile" without entering your ID and password**. After the page refreshes (you won't see any change in the page), then enter your ID and password and select "Login."

The email address you use in WAMS is independent from the email address entered in READS. Keeping them the same is recommended. Only you (the WAMS ID account holder) can change your email address in the WAMS System.

Changing your WAMS ID is not recommended. Before changing your WAMS ID, please contact the Statewide READS system administrator.

Wisconsin Access Management System (WAMS) Frequently Asked Questions

Q What is a WAMS ID?

A WAMS is an acronym for Wisconsin Access Management System. It is used by all Wisconsin State agencies to provide access to web resources. It is managed by the Wisconsin Dept. of Administration. WAMS and READS are entirely separate systems.

Q Is it OK to share my WAMS logon or password?

A No. WAMS IDs are associated with individuals. They may not be shared. Never share your WAMS password with anyone.

Q I forgot my WAMS password, what should I do?

A Use WAMS Account Recovery at <https://on.wisconsin.gov/WAMS/home>. WisDOT staff cannot reset your WAMS password.

Q My WAMS ID is disabled due to "intruder detection" what should I do?

A Follow the same process as if you forgot your password. Use Account Recovery at <https://on.wisconsin.gov/WAMS/home>

Q Do I have to change my WAMS password periodically?

A No. Your WAMS ID and password do not need to be changed periodically.

Q Is it OK to change my WAMS ID?

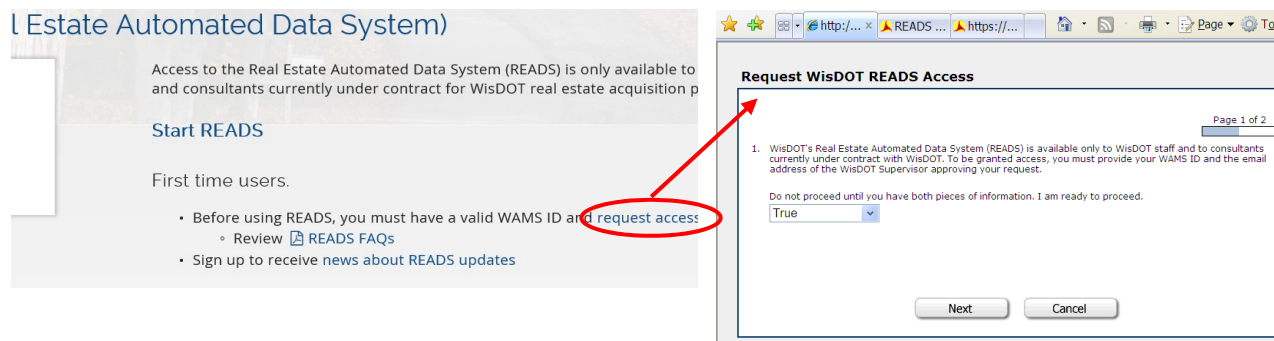
A Changing your WAMS ID is not recommended. If it is necessary, you must notify the READS System Administrator. You will not be able to access READS until your READS account is updated to match your WAMS account.

Q My email address has changed, what should I do?

A Update your email address using WAMS Profile Management at <https://on.wisconsin.gov/WAMS/home>. WisDOT staff cannot change the email associated with your WAMS ID. Please also notify the READS System Administrator so your email address can be updated in READS.

After registering a WAMS ID, request READS Access

From the READS Launch Page, click request access



Once you have a WAMS ID and the approving WisDOT supervisor's email address, click Next. You will see the Request WisDOT READS Access page. Fields with an asterisk (*) are required.

1. Enter your first and last name*
2. Specify your employer* (either WisDOT Staff or Consultant)
3. If you are not WisDOT staff, enter information about your company(company name, address, city/state/zip)
4. Enter your WAMS ID*
5. Enter the best phone number for you during business hours*
6. Enter your email address* (suggest using your WisDOT email or business email address as appropriate).
7. Enter the email address of the WisDOT supervisor approving this request*
8. Specify all of the roles you are approved (or under contract) to provide. Select at least 1. (acquisition specialist, appraiser, contract specialist, program associate, property management specialist, relocation specialist, review appraiser, Other, please specify)
9. Enter any additional information
10. Click Done.

You will see the message: Survey Completed. Your request for READS access has been submitted. You will be notified of the status of your request within 2 business days.

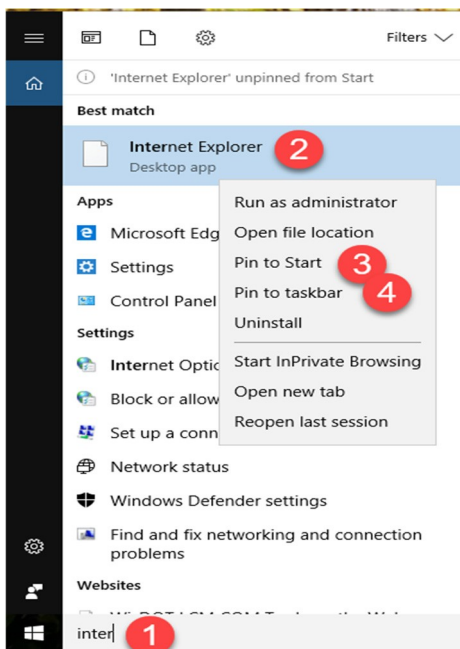
11. Click Close

Using READS on Windows 10

READS only works with Internet Explorer

Find and Pin Internet Explorer to the Start Menu and Taskbar

1. In the Search Windows field, enter “internet”
2. Internet Explorer will appear in the list of results
3. Right-click on it and Pin to Start
4. ... and Pin to Taskbar

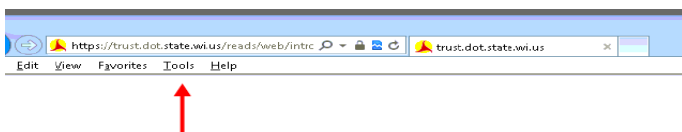


Set Compatibility View Settings

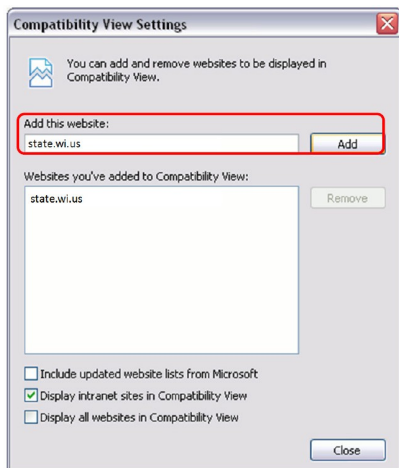
This should only be necessary for consultant users.

Open Internet Explorer and press the Alt key to display the Menu bar

1. Click Tools > Compatibility View Settings



2. Add state.wi.us to “Websites you’ve added to Compatibility View” (stays set).



To subscribe to the READS email distribution list

Recommended for consultant READS users. This list is used to notify users when the system is unavailable due to system maintenance.

1. Browse to the "Roadway Standards Subscribe" page on WisDOT's consultant extranet site

(<http://roadwaystandards.dot.wi.gov/standards/subscribe>)

Subscribe to Roadway Standards Email Lists - Windows Internet Explorer

http://roadwaystandards.dot.wi.gov/standards/subscribe/index.htm

File Edit View Favorites Tools Help

Subscribe to Roadway Standards E...

WISCONSIN DEPARTMENT OF TRANSPORTATION

Doing Business

Drivers & Vehicles | Safety | Travel | Plans & Projects | State Patrol | Doing Business | Programs for Local Gov't

Doing Business > Design and Construction

Subscribe to Roadway Standards e-mail lists

Sign up to receive email notification when we update the documents listed below. We will send brief e-mail documents. We will also provide information of interest to subscribers to our various documents.

Check the list(s) you wish to sign up for:

- ☐ Facilities Development Manual (FDM)
- ☐ Utility Coordination Guide (UC Guide)
- ☒ Real Estate Automated Data System (READS)
- ☐ Standard Specifications (Spec)
- ☐ Construction and Materials Manual (CMM)
- ☐ Quality Management Program (QMP)
- ☐ American Recovery and Reinvestment (ARRA)

Be sure you have selected one or more documents.
Enter your e-mail address and click "Subscribe."
You will automatically be sent a confirmation message to validate your e-mail address. Follow the instructions.
If you do not receive a confirmation message, something did not work correctly and you will need to try again.

E-mail address:

You can unsubscribe at any time via a link from the bottom of each e-mail notification you receive.

2. Click the Real Estate Automated Data System box, enter your email address and click Subscribe

You will see "Subscription requested. Please check your email for a confirmation message. You must respond to this confirmation message to join this list."

3. Click OK
4. Go to your email inbox and click the "click here to confirm..." link

Your confirmation is needed Inbox | X

★ reads Confirmation (from Lyris ListManager) to kottke

Please click here to confirm your subscription to reads:

<http://lists.wi.gov/c?id=1062577.3dfe73e5fcd3222ab5d55131abd6ed60>

We have received a request to add your email address to the reads mailing list. However, you must confirm you want to join by clicking on the link above. Or, you may send a message to lyris-confirm-1062577.3dfe73e5fcd3222ab5d55131abd6ed60@lists.wi.gov

If you do not want to join, do nothing. You will be automatically removed.

READS Highlights

- ☒ Extranet / Oracle application
- ☐ Assignments module
- ☐ Contract management module
- ☐ Cost estimation module
- ☐ Integrated Relocation, Property Management and LPA modules
- ☐ Appraisal features
 - ☐ Surplus land appraisals
 - ☐ LPA appraisals
 - ☐ Comparable db
- ☐ Existing READS data migrated
- ☐ Importing project information from FIIPS.
- ☐ Viewing the Plat from the Project screen (if final and recorded and archived properly by region staff)
- ☐ Relocation Comps stored in the system and reusable
- ☐ My Parcels allows users to access parcels specific to the user
- ☐ Adhoc Reporting capability. Allows users to create reports
- ☐ Tickler functionality. Admin users can create ticklers (notifications on events completed/due)) for dates in READS
- Log features including scanning bar-coded documents
- ☐ Interface to Holidays. If a calculated date falls on a holiday the system will show the next day
- ☐ Electronic Signature gets inserted automatically onto some of the documents (configurable)
- Rentals – Allows users to keep track of the payments due and schedule payments depending on the lease period
- Rentals – Leasebacks – the system automatically considers the 30 day free rent period and comes up with a payment schedule
- ☐ Allows creation of Short Format Appraisal Report in the system. Keeps track of Surplus Land Appraisal and Review process
- ☐ Allows access to the Legal Descriptions stored on the WisDOT LAN from the Offer/Negotiations screen
- ☐ Prorated Tax Calculations utility for Partial and Total Acquisition
- ☐ Electronic Authorization of documents








MS Word and Adobe Reader are recommended for use with READS

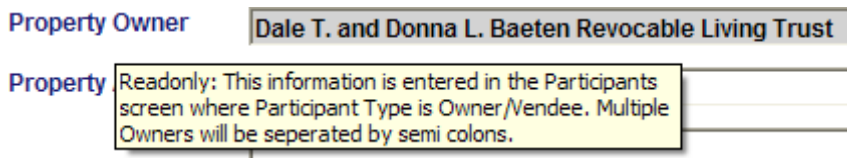
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System Controls and Conventions

- Click the Edit button  **Edit** to modify information on a screen. If you do not see an Edit button you have read-only access to the data fields on the screen
- Once you have entered the desired information into a screen, click the Save button  **Save** to save the information. The information will be lost if you don't save the changes
- Clicking the Cancel button  **Cancel** will cancel the current action
- The back button  **Back** is found in several places in READS and is used to return to the previous Screen
- The Edit button  is found on tables in READS. Click this button to edit the information for that row of the table.
- The Delete button  is found on tables in READS. Click this button to delete the information for that row of the table
- The calendar button  will appear next to all date fields. Click to open a calendar, from which you can select a date.
- **Date:** In the date fields, you can double click on the field to fill in today's date. When manually entering a date, it is required to enter four digits for the year. Dates may be entered in either of the following formats: mmddyyyy or m/d/yyyy. For example: 05052010 or 5/5/2010 will store May 11, 2010 in the system.
- Click the tab button on your keyboard to move focus from one field to another field on the screen
- Tooltips. Generally available for read-only fields. Hover over a field to view tooltip information about that field.



- Fields with a grey background are read-only. The value has been entered somewhere else in the database or is a calculated field.

Parcels on Project 

- Fields with a yellow background are required. The system will alert the user if left blank.


Project ID 

- History. Click the Alt button on the keyboard and double click on the screen to view the user history record.
- In Parcel Central the Project ID and Project Name fields are links, click to go to the Project Details.

Project ID  **Project Name**

From Project Details, click **Back to Parcel Central** to return to Parcel Central

READS Main Menu Overview

<div>  Real Estate Automated Data System (READS) </div> <div> Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual </div>	
Menu	Description
Project	Project Details – A list of projects entered into READS. Click a project in the list, a new screen opens showing basic project information along with more detailed information about assignments and parcels.
Project	Cost Estimation – It is a list of projects identified by a real estate project ID and a design id. By clicking on each row will show the detailed cost estimation
Parcel	Parcel Central allows the user to enter all information for each property parcel step-by-step through the entire property acquisition process
Reports	Several different reports can be generated to show the status of the acquisition process, the cost, etc. Custom reports can also be generated.
My Parcels	My Parcels provides a list of all the parcels that the user who is logged-in is a part of the acquisition team. The list provides some basic information for each parcel, such as status, priority, and the user's assigned role. Clicking on the parcel will open the General Parcel Information screen in Parcel Central
My Ticklers	My Ticklers is a notification system that provides targeted messages to users. The Tickler also allows for users to notify other users of tasks which need to be, or have been, completed. The Tickler can also be used to monitor schedules and project progress.
Property Mgmt	Leases - All leases are tracked within this module. Details about the leases and rent information are managed here
Property Mgmt	Land Inventory - All Surplus Lands and other Land Inventory are tracked within this module. Details about the original purchase and disposition of the surplus land are managed here.
Setup	Setup allows for general maintenance and organization of READS. Project structure, user and security group preferences, and tickler protocol are all managed in this area. Staff and Vendor Maintenance, as well as Contract Management are managed in this area.
E-Submit	Allows Appraisers to esubmit appraisals, project data books and other documents directly to the appropriate READS Log
Acq Comps	Acq Comps is where all Comparable Sales used for appraisals can be entered. Once a comparable is entered it can be associated with the desired project to be incorporated in the Appraisal Report.
E-Help	E-Help provides a portal to contact BEM, WisDOT Project Team including the System Administrator with questions or concerns that arise regarding READS.
E-Manual	Searchable Reference Manual

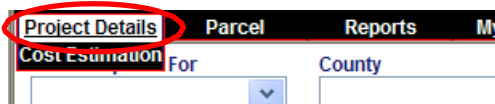
Basic Navigation

When READS opens, the main menu appears.



Navigating to a Project

Click Project Details



The Project List appears.

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

ROW Acquired For County Project Highway Project ID Show Closed Projects Add New Project

Refresh Import FIIPS Project Add LPA Project

Projects

ROW Acquired For	ROW Acquired By	Project ID	Project Name	Project Highway	Counties	Parcels on Project	Edit	Delete	Admin Delete
Eau Claire	Eau Claire	0631-51-05	Bear Creek Mitigation Bank		Buffalo			X	X
Eau Claire	Consultant	1020-09-20	Hudson - Menomonie Road		Sauk	15		X	X
Eau Claire	Eau Claire	1022-03-20	Stokke Parkway Bridge	IH 94	Dunn	2		X	X
Eau Claire	Eau Claire	1051-01-20	Elk Mound - Chippewa Falls Road		Chippewa	1		X	X
Eau Claire	Consultant	1111-11-11				1		X	X
Eau Claire	Consultant	1190-00-22	Eau Claire - Chippewa Falls Rd.	USH 53	Eau Claire	48		X	X
Eau Claire	Eau Claire	11950020						X	X
Eau Claire	Eau Claire	1523-03-21	Osseo - Fairchild	USH 10	Jackson	1		X	X
Eau Claire	Eau Claire	1530-00-28	Prescott - Ellsworth	USH 10	Pierce	3		X	X
Eau Claire	Eau Claire	1530-03-23	Ellsworth - Durand Road	USH10	Pierce	6		X	X
Eau Claire	Eau Claire	1540-01-20	River Falls - Roberts Road	STH 29	Pierce	3		X	X
Eau Claire	Eau Claire	1550-00-21	Stillwater Bridge and Approaches	STH35/64		19		X	X
Eau Claire	Eau Claire	1550-07-22	New Richmond - Connorsville Road	STH 64	Sauk	1		X	X
Eau Claire	Eau Claire	1559-08-21	150th Ave. - 50th St.	STH 35/64		50		X	X
Eau Claire	Eau Claire	1559-08-23	85th St. - CTH K	STH 64		59		X	X
Eau Claire	Eau Claire	1610-01-20	Abbotsford - Medford	STH 13	Taylor	1		X	X
Eau Claire	Eau Claire	1610-06-21	Medford, Eighth Street	STH 13	Taylor	19		X	X
Eau Claire	Eau Claire	1633-04-26	MAIN STREET, CITY OF GALESVILLE	USH 53	Trempealeau	8		X	X
Eau Claire	Eau Claire	1633-07-00	Beaches Corner-Blair	USH 53	Trempealeau	1		X	X
Eau Claire	Eau Claire	1633-07-21	Beach Corners - Blair	USH 53	Trempealeau	6		X	X

Page 1 of 24

Notice that there are 24 pages in the Project List shown above.

Use the filters at the top of the page to locate the project you are interested in. One way that works well is to set the ROW Acquired For to blank (Statewide search). Enter the Real Estate Project ID with dashes in the Project ID field and click Refresh.

The list of projects will be narrowed to display only the project that you entered. Click the Edit/View icon to go to the project screen.

Project	Parcel	Reports	My Parcels	My Ticklers	Property Mgmt	Setup	E-Submit	Acq Comps	E-Help	E-Man
ROW Acquired For	County	Project Highway	Project ID	<input type="checkbox"/> Show Closed Projects <input type="button" value="Refresh"/> <input type="button" value="Import FIIPS Project"/> <input type="button" value="Add LPA Pr"/>						
			1633-07-21							
Projects										
ROW Acquired For	ROW Acquired By	Project ID	Project Name	Project Highway	Counties	Parcels on Project	Edit/Delete	Admin Delete		
Eau Claire	Eau Claire	1633-07-21	Beach Corners - Blair	USH 53	Trempealeau	6				

The Project screen appears and the parcel tab opens by default. Here you will see the parcels on the project. To go to an individual parcel, click the Open Parcel icon next to the parcel you are interested in.

Project	Parcel	Reports	My Parcels	My Ticklers	Property Mgmt	Setup	E-Submit	Acq Comps	E-Help	E-Manual
<div> <div>Project ID: 1633-07-21</div> <div>Project Name: Beach Corners - Blair</div> <div>Parcels on Project: 6</div> <div>Cert. Status: 3</div> </div> <div> <div>FIIPS Subprogram: 303 - State Highway Rehabilitation</div> <div>Parcels Acquired: 6</div> <div>Cert 1 Date: </div> </div> <div> <div>Project Termini: </div> <div>Final Parcel Closed: </div> <div>Closed for Charging: </div> </div> <div> <div>Project Highway: USH 53</div> <div>Object Code: 5550 - State</div> <div>Sales Study Apprvd: 10/31/2005</div> <div>Federal ID: </div> </div> <div> <div>FIIPS Group: </div> <div>RE FUNDING (%): </div> <div>Initial Relo Order: 09/26/2005</div> <div>Design ID: </div> </div> <div> <div>FIIPS Concept: RECOND - Reconditioning</div> <div>Federal: 0</div> <div>Report Code: 11, 142, 158</div> <div>Project Counties: </div> </div> <div> <div>ROW Acquired For: Eau Claire</div> <div>State: 0</div> <div>County: </div> <div>Trempealeau: </div> </div> <div> <div>ROW Acquired By: Eau Claire</div> <div>County: 0</div> <div>Construction IDs: </div> </div> <div> <div>Order No: 3390042</div> <div>Local: 0</div> <div>Construction ID: </div> <div>Ad Mtg Date: </div> <div>Letting Date: </div> <div>Earliest PSE Date: </div> </div> <div> <div>Contract Approval: 10/12/2005</div> <div>Total: 0</div> <div>Construction ID: </div> </div>										

Open parcel	Remove from Acquisition	Parcel No	Acquisition Specialist	Relocation Specialist	Parcel Type	Target Acq Date	Closing Date	Delete	Admin Delete
	<input type="checkbox"/>	1	Marsha A Erickson	Marsha A Erickson	Complex Improved		11/14/2005		
	<input type="checkbox"/>	2	Cynthia Menegoni		Nominal		06/06/2006		
	<input type="checkbox"/>	3	Cynthia Menegoni		Nominal		07/14/2006		
	<input type="checkbox"/>	4	Cynthia Menegoni		Nominal		06/15/2006		
	<input type="checkbox"/>	5	Cynthia Menegoni		Nominal		04/11/2006		
	<input type="checkbox"/>	6	Cynthia Menegoni		Nominal		05/16/2006		

The parcel screen and the parcel menu items appear. To return to the project screen from the parcel screen, click the underlined word "Project ID"

Project	Parcel	Reports	My Parcels	My Ticklers	Property Mgmt	Setup	E-Submit	Acq Comps	E-Help	E-Manual
Region: North West	Project ID: 1633-07-21	Project Name:	<input type="checkbox"/> Show Closed Projects <input type="button" value="New Parcel"/> <input type="button" value="Prev. Parcel"/> <input type="button" value="Next Parcel"/>							
Office/LPA: Eau Claire	Parcel No: 1	Beach Corners - Blair								
<div> <div> <div>PARCEL CENTRAL MENU</div> <div> <div>Parcel Information</div> <div>Acquisition Team</div> <div>Participants</div> <div>Interests</div> <div>Waiver of Appraisal</div> <div>Appraisal</div> <div>DOT Appraisals</div> <div>Owners Appraisal</div> <div>Offer/Negotiations</div> <div>Negotiation Diary</div> <div>Addnl Parcel Pymts</div> <div>Relocation</div> <div>Litigation</div> <div>Buildings/Structure</div> <div>Parcel Log</div> <div>Mallings</div> <div>Letter Builder</div> </div> </div> <div> <div>Logged In User: dkotke</div> </div> </div>										
<div> <div>Parcel Information</div> <div> <div>Acq. Specialist: Marsha A Erickson</div> <div>County of: Trempealeau</div> <div>Wetland Mitigation: 4f, 6f, Homestead: Yes</div> <div>Parcel No: 1</div> <div>Zoning: Residential</div> <div>Present Use: Residential</div> <div>Parcel Type: Complex Improved</div> <div>Current Status: Appraisal</div> <div>Construction ID: </div> <div>Acquisition Type: Normal</div> <div>Appraisal Format: Standard Before And After</div> <div>Property Owner: Dolores R Hanson, Mark A Hanson</div> <div>Property Address: </div> <div>City/State/Zip: WI</div> <div>Target Acq Date: </div> <div>Brochure Sent: </div> <div>Initiation of Negotiations: </div> <div>Closing Date: 11/14/2005</div> <div>Title: </div> <div>Title Company: </div> <div>Policy #: </div> <div>Legal Name: Mark A. Hanson</div> </div> <div> <div>Interests Required</div> <div>Access Rights: No</div> <div>Total Size (Acres): 4.130</div> <div>Total Size (sq. ft.): 179,903.00</div> <div>Fee Size (Acres): 1.820</div> <div>Fee Size (sq. ft.): 79,279.20</div> <div>Existing ROW (Acres): 1.170</div> <div>Existing ROW (sq. ft.): 50,965.20</div> <div>Total ROW (Acres): 2.990</div> <div>Total ROW (sq. ft.): 130,244.40</div> </div> </div>										

Navigating to a Parcel Directly

Click Parcel and then click Search Parcel

The screenshot displays a software interface with a top navigation bar containing the following tabs: Project, **Parcel**, Reports, My Parcels, My Ticklers, Property Mgmt, Setup, E-Submit, Acq Comps, E-Help, and E-Manual. The 'Parcel' tab is highlighted with a red circle. Below the navigation bar, there are several input fields and buttons. On the right side, the 'Search Parcel' button is circled in red. Other buttons include 'New Parcel', 'Prev. Parcel', and 'Next Parcel'. The main content area is titled 'PARCEL CENTRAL MENU' and contains a 'Search for Parcel Based on:' section with radio button options: 'Project ID/Parcel No' (selected), 'Address', 'Participant', 'Tax Key Number', and 'Case #/County'. To the right of these options is a 'Project ID / Parcel No' section with input fields for 'Region', 'Project ID', and 'Parcel No', and a 'Find' button.


You will find the ability to search for parcels by many different methods. You must know which Region Office the parcel is associated with.

Assignments

The assignments shown below can be made for *each parcel*. They can be assigned en masse from the project screen or individually from the parcel screen. Assignments enable the My Ticklers and My Parcels feature in READS.

My Ticklers are configurable notifications that are sent based on system events. For example, the review appraiser and contract specialist can be automatically notified when an electronic appraisal arrives.

My Parcels provides a single place to view just the parcels that the user has an assignment on.

ACQUISITION TEAM			 New Assignment
Show <input type="radio"/> Region Roles <input type="radio"/> Statewide Roles <input checked="" type="radio"/> All			
Please click on the underlined role to make an assignment or to view details about the assigned team member			
Role	Name	Delete	
<u>Acquisition Specialist</u>	Michael E Hirsch	X	
<u>Appraiser</u>	George Jelak (Jelak Realty Advisors LLC)	X	
<u>Contract Specialist</u>		X	
<u>FIIPS Coordinator</u>		X	
<u>LPA Coordinator, Region</u>		X	
<u>Litigation Specialist</u>		X	
<u>Plat Unit</u>		X	
<u>Program Associate</u>		X	
<u>Project Engineer</u>	Joshua LeVeque	X	
<u>Project Engineer, Lead</u>		X	
<u>Property Mgmt Specialist</u>		X	
<u>RE Lead Worker</u>		X	
<u>Region Manager</u>		X	
<u>Region RE Project Manager</u>		X	
<u>Region READS System Admin</u>		X	
<u>Region Supervisor</u>		X	
<u>Relocation Specialist</u>		X	
<u>Review Appraiser, Region</u>	Richard Dickson	X	
<u>Review Appraiser, Statewide</u>		X	
<u>Sign Coordinator</u>		X	
<u>Statewide Acquisition Coordinator</u>		X	
<u>Statewide Acquisition Manager</u>		X	
<u>Statewide Appraisal Manager</u>		X	
<u>Statewide Appraiser I</u>		X	
<u>Statewide Appraiser II</u>		X	
<u>Statewide Director/Administrator</u>		X	
<u>Statewide Financial Specialist I</u>		X	
<u>Statewide Financial Specialist II</u>		X	
<u>Statewide LPA Coordinator</u>		X	
<u>Statewide Litigation Coordinator</u>		X	
<u>Statewide Project Manager</u>		X	
<u>Statewide READS System Admin</u>		X	
<u>Statewide Relocation Coordinator</u>		X	
<u>Statewide Sign Coordinator</u>		X	
<u>Statewide Surplus Land Officer</u>		X	
<u>Statewide Utility Coordinator</u>		X	
<u>Surplus Land Specialist</u>		X	
<u>Survey Coordinator</u>		X	
<u>Utility Coordinator</u>		X	

IMPORTANT: The appraiser must be assigned on a parcel before they can esubmit an appraisal for that parcel.

Many Assignments may be made at one time from the **Project Screen > Assignments** tab

Assignments may be made one at a time from **Parcel Screen > Acquisition Team**

Role	Name	Delete
<u>Region RE Project manager</u>		X
<u>Region READS System Admin</u>		X
<u>Region Supervisor</u>		X
<u>Relocation Specialist</u>		X
<u>Review Appraiser, Region</u>	Larry D Stein	X
<u>Review Appraiser, Statewide</u>	Richard Dickson	X
<u>Sign Coordinator</u>		X
<u>Statewide Acquisition Coordinator</u>		X
<u>Statewide Acquisition Manager</u>		X
<u>Statewide Appraisal Manager</u>	Tanaka Mathiasen	X

NOTE: Use "Review Appraiser, Region" for Region Staff. Use "Review Appraiser, Statewide" for BTS Staff

Exercise 1 – Project and Plat (20 minutes)

Use the project ID and parcel numbers provided by the instructor

Enter Project Data Manually

1. Enter Training READS using your Training Logon and Password
2. Click on Project to go the Project Details screen and click Add New Project

Test/Training Real Estate Automated Data System (READS) Test/Training

Project | Parcel | Reports | My Parcels | My Ticklers | Property Mgmt | Setup | E-Submit | Acq Comps | E-Help | E-Manual

Resp. DOT Office: [Dropdown] Project Type: [Dropdown] County: [Dropdown] Project Highway: [Text] Project ID: [Text] ☐ Show Closed Projects

[Refresh](#) [Import FIIPS Project](#) [Add New Project](#)

Responsible DOT Office	Work Performed By	Project ID	Project Name	Project Highway	Counties	Parcels on Project	Project Type	Edit	Delete	Admin Delete

3. Enter your assigned project number.
4. Project Name: enter a fictitious project name
5. FIIPS Subprogram: enter 303 – State Highway Rehabilitation
6. Project Termini: Rosendale to USH 41
7. Project Highway: STH 26
8. FIIPS Concept: RECST – Reconstruction, Preservation
9. Project Type: State
10. Resp. DOT Office: Green Bay
11. Work Perf. By: Green Bay
12. Enter Sales Study Date and Design ID (0000- -01)
13. Click Save

Test/Training Real Estate Automated Data System (READS) Test/Training

Project | Parcel | Reports | My Parcels | My Ticklers | Property Mgmt | Setup | E-Submit | Acq Comps | E-Help | E-Manual

[Back](#) [Edit](#) [View Plat](#) [Cost Estimate](#)

Project ID: 0000-03-04 Project Name: Andre's Test Project 03 Project Highway: STH 26 Cert. Status: [Text]

FIIPS Subprogram: 303 - State Highway Rehabilitation Parcels on Project: [Text] Cert 1 Date: [Text]

Project Termini: Rosendale to USH 41 Parcels Acquired: [Text] Closed for Charging: [Text]

FIIPS Concept: RECST - Reconstruction, Preservation Final Parcel Closed: [Text] Federal ID: [Text]

Project Type: State Sales Study Apprvd: 12/05/2019 Design ID: 0000-03-01

[Add New](#)

Agency to appear on Documents: [Text] [X](#)

RE FUNDING (%)

FederalIX	0
State	0
County	0
Local	0
Total	0

Report Code: 11 1122334455 [X](#)

Construction IDs

Construction ID	Ad Mtg Date	Letting Date	Earliest PSE Date

Project Counties: [Add New](#)

County	

Resp. DOT Office: Green Bay Work Perf. By: Green Bay

14. Click on Add New above Agency to appear on Documents window
15. Select State from the new Dialog

Project Type: State

[Add New](#)

Agency to appear on Documents: [Text] [X](#)

RE FUNDING (%)

FederalIX	0
State	0
County	0

Sales Study Apprvd: 11/29/2019 Design ID: [Text]

Report Code: 11 1122334455 [X](#)

Construction IDs

Construction ID	Ad Mtg Date	Letting Date	Earliest PSE Date

Project Counties: [Add New](#)

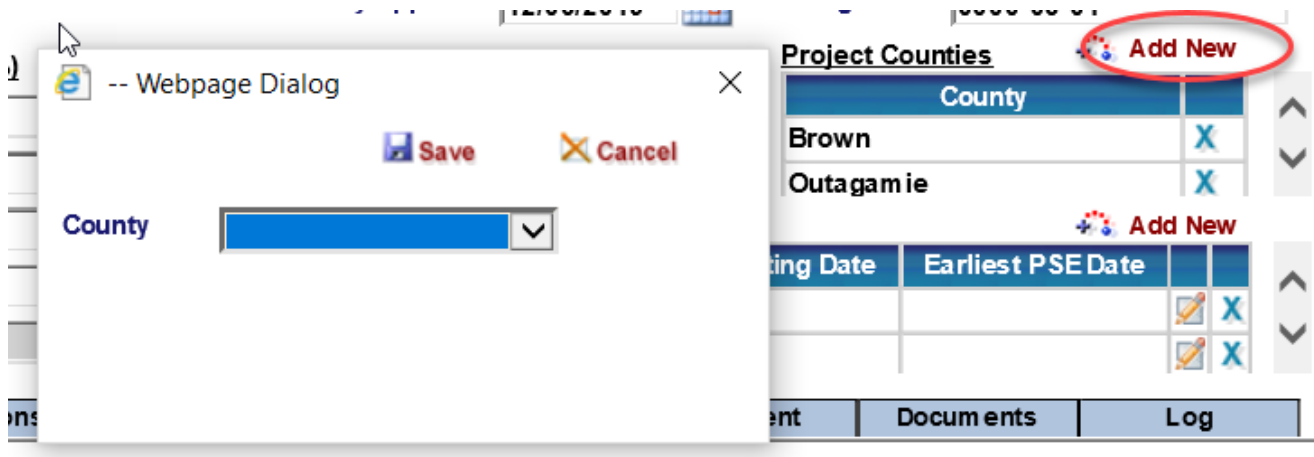
County	
Brown	X
Outagamie	X

16. Notice the yellow required fields and the gray read-only fields.
17. Mouse over several fields and get used to using the pop-up tooltips.

Ex1-1

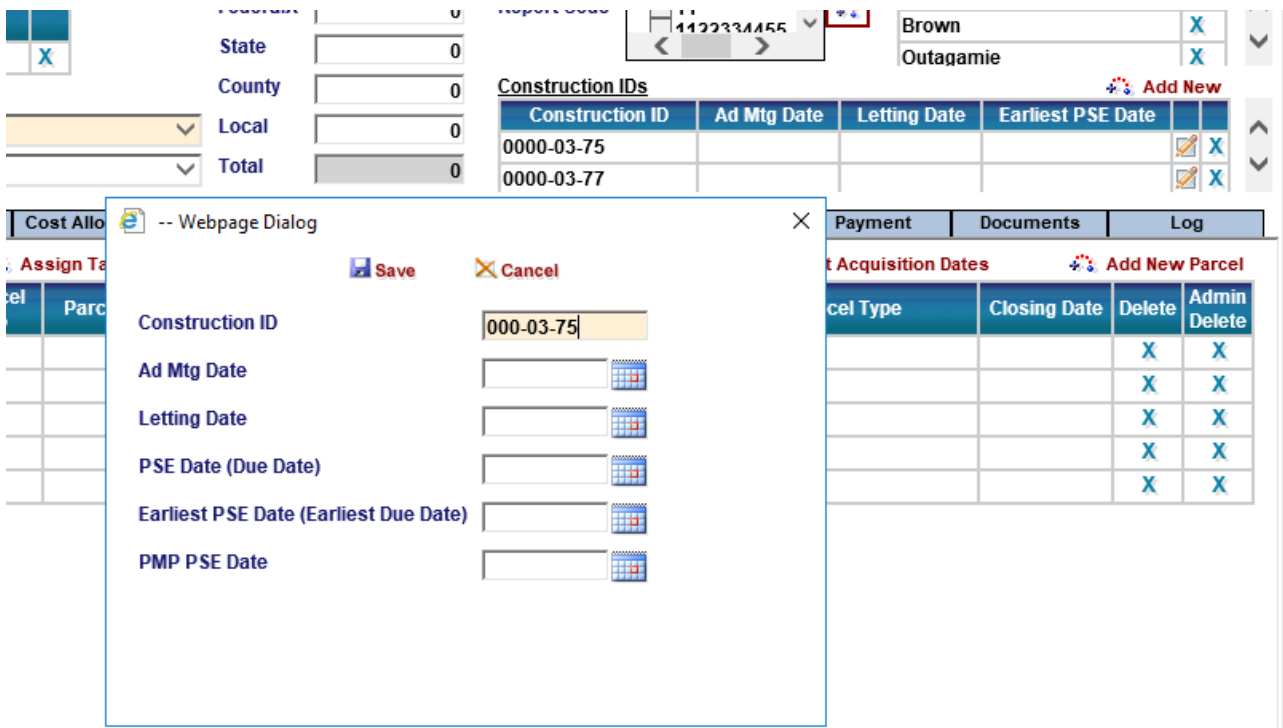
Add Project Counties

1. Next to Project Counties table, click Add New
2. Add Counties Brown and Outagamie



Add Construction IDs

1. Next to Construction IDs table, click Add New
2. Add Construction IDs____-__-75 and____-__-77, where is the same as in your training project id.



Plat and Parcels

You are now ready to enter parcels

1. Click the Plat Summary tab

Order No: [] Local: 0
 Contract Approval: [] Total: 0
 Construction ID: 0000-03-77
 Ad Mtg Date: [] Letting Date: [] Earliest PSE Date: []
 0000-03-75
 TPP: [] Filed Plat: []
 Total Plat Sheets: []
 Add Plat Sheet

Sheet	Amendment	Parcels	Relocation Order Date
	0		

2. Click Add Plat Sheet
3. Enter Plat sheet 4.01 and parcels 2, 4, 6, 8 and 10

-- Webpage Dialog
 Save Cancel Save & Create Parcels
 Sheet: 4.01
 Amendment: 0
 Parcel: 2 4 6 8 10
 Co-ordinates: Xmin: 0.00 Xmax: 0.00
 Ymin: 0.00 Ymax: 0.00
 Reloc. Order Date: 12/25/2010

4. Click Save & Create Parcels
5. Click the icon in the Amend column for sheet 4.01

Plat Summary Cost Allocation Parcels Construction IDs Assignments Relo Comps Payment Request Documents Log
 TPP: [] Filed Plat: []
 Total Plat Sheets: 1
 Add Plat Sheet

Amend	Sheet	Amendment	Parcels	Relocation Order Date
[Icon]	4.01	0	2, 4, 6, 8, 10	11/08/2012





6. Amend parcel 8 and click Save (Note that the sheet number and amendment number are read-only).

-- Webpage Dialog
 Save Cancel Save & Create Parcels
 Sheet: 4.01
 Amendment: 1
 Parcel: 8
 Co-ordinates: Xmin: 0.00 Xmax: 0.00
 Ymin: 0.00 Ymax: 0.00
 Reloc. Order Date: []





Construction IDs



1. Click the Construction IDs tab
2. Click the icon in the Assign column for _____ - -75

Plat Summary	Cost Allocation	Parcels	Construction IDs	Assignments	Relo Comps	Payment Request
--------------	-----------------	---------	------------------	-------------	------------	-----------------

Construction ID	PSE Date	Assigned To	Parcels	New Parcels	Assign	Un Assign
0000-03-75				No		
0000-03-77				No		

3. Assign Construction ID _____ - -75 to parcels 2, 4 and 6.
4. Click Save

Construction ID	PSE Date	Assigned To	Parcels	New Parcels	Assign	Un Assign
0000-03-77				No		
0000-03-75				No		

 Save
  Cancel

Construction ID

☐ All Parcels
☒ Selection of Parcels
☐ Range of Parcels

☒ 2
☒ 4
☒ 6
☐ 8
☐ 10

☐ Select All

5. Using the same process, assign Construction ID _____ - -77 to parcels 8 and 10.

Note: A similar process may be used to assign counties and target acquisition dates to parcels.

Assignments

1. Click the Assignments tab.
2. Click Create New
3. Select the **Acquisition Specialist** Role
4. Assign Cindy White to All Parcels
5. Click Save

Role: Acquisition Specialist

Individual Type

- ☒ Internal Staff of this Role Type
- ☐ External Consultant of this Role Type
- ☐ All Internal Staff
- ☐ All External Consultant

Select Internal Staff

Cindy White

Applied in Parcels: Only Where Blank

- ☒ All Parcels
- ☐ Selection of Parcels
- ☐ Range of Parcels

☒ New Parcels

Save Cancel

6. Click Create New
7. Select the **Appraiser** Role
8. Assign Larry Stein to All Parcels
9. Click Save

Role: Appraiser

Individual Type

- ☒ Internal Staff of this Role Type
- ☐ External Consultant of this Role Type
- ☐ All Internal Staff
- ☐ All External Consultant

Select Internal Staff

Larry D Stein

Applied in Parcels: Only Where Blank

- ☒ All Parcels
- ☐ Selection of Parcels
- ☐ Range of Parcels

☒ New Parcels

Save Cancel

10. Click Create New
11. Select the **Review Appraiser, Region** Role
12. Assign Marvin Braund to Selection of parcel (2, 6 and 8)
13. Click Save

Role: Review Appraiser, Region

Individual Type

- ☒ Internal Staff of this Role Type
- ☐ External Consultant of this Role Type
- ☐ All Internal Staff
- ☐ All External Consultant

Select Internal Staff

Marvin W Braund

Applied in Parcels: Only Where Blank

- ☐ All Parcels
- ☒ Selection of Parcels
- ☐ Range of Parcels

2 ☒

4 ☐

6 ☒

8 ☒

10 ☐

Select All

Save Cancel

Exercise 2 – Parcels, Participants and Interests (35 minutes)

Use the project ID and parcel numbers provided by the instructor

1. Enter Training READS using your Training Logon and Password

An easy way to get to a particular parcel in the system is to enter part of the Project ID on the Project Details screen and click Refresh. READS will display the projects with a matching partial Project ID. Try it.

2. Enter the first 4 numbers of your training project ID on the Project Details screen and click Refresh.
3. Click the icon in the Edit column for your training project.

Test/Training Real Estate Automated Data System (READS) Test/Training											
Project	Parcel	Reports	My Parcels	My Ticklers	Property Mgmt	Setup	E-Submit	Acq Comps	E-Help	E-Manual	
Resp. DOT Office	Project Type	County	Project Highway	Project ID	<input type="checkbox"/> Show Closed Projects <input type="button" value="Refresh"/> <input type="button" value="Import FIIPS Project"/> <input type="button" value="Add New Project"/>						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0000							
Responsible DOT Office	Work Performed By	Project ID	Project Name	Project Highway	Counties	Parcels on Project	Project Type	Edit	Delete	Admin Delete	
Green Bay	Green Bay	0000-03-02	READS Training Project for Andrejs	US-41	Outagamie, Brown	5 State					
Green Bay	Green Bay	0000-03-03	Andre Training Project 2		Brown, Outagamie	5 State					

READS will display the project information and open the parcels tab by default

ROW Acquired By	<input type="text" value="Green Bay"/>	County	<input type="text" value="0"/>	Construction IDs <input type="button" value="Add New"/>					
Order No	<input type="text"/>	Local	<input type="text" value="0"/>	Construction ID	Ad Mtg Date	Letting Date	Earliest PSE Date		
Contract Approval	<input type="text"/>	Total	<input type="text" value="0"/>	0000-03-77					
				0000-03-75					
Plat Summary	Cost Allocation	Parcels	Construction IDs	Assignments	Relo Comps	Payment Request	Documents	Log	
<input type="button" value="Assign Target Acquisition Dates"/> <input type="button" value="Add New Parcel"/>									
Open Parcel	Remove from Acquisition	Parcel No	Acquisition Specialist	Relocation Specialist	Parcel Type	Target Acq Date	Closing Date	Edit	Admin Delete
	<input type="checkbox"/>	2	Cindy White						
	<input type="checkbox"/>	4	Cindy White						
	<input type="checkbox"/>	6	Cindy White						
	<input type="checkbox"/>	8	Cindy White						
	<input type="checkbox"/>	10	Cindy White						

4. Click the icon in the Open Parcel column for the first parcel on your project.

READS will display the parcel information for the parcel

Enter Data for Nominal Parcel Number 2

Test/Training Real Estate Automated Data System (READS) Test/Training

Project | Parcel | Reports | My Parcels | My Ticklers | Property Mgmt | Setup | E-Submit | Acq Comps | E-Help | E-Manual

Region: Northeast | Project ID: 0000-03-04 | Project Name: Andre's Test Project 03 | Show Closed Projects: ☐ | New Parcel: | Prev. Parcel: | Office/LPA: Green Bay | Parcel No: 2 | Search Parcel: | Next Parcel:

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - Agency Appraisals
 - Owners Appraisal
- Offer/Negotiations
 - Negotiation Diary
 - Addnl Parcel Pymts
 - Relocation
 - Litigation
 - Buildings/Structures
 - Parcel Log
 - Payment Request
- Mailings
 - Letter Builder
 - Mailing Labels

Parcel Information

Acq. Specialist: Andrejs Temerbekovs | County of: Brown | Agency on Docs: State | Wetland Mitigation: ☐ 4f ☐ 6f ☐ Homestead Yes ☐ e

Parcel No: 2 | Zoning: Residential | Present Use: Residential | Add New:

Parcel Type: a Nominal | Current Status: b Waiver | Construction ID: 0000-03-75 | Acquisition Type: Normal

Property Owner: | Target Acq Date: | Brochure Sent: 12/6/2019 | Initiation of Negotiations: | Closing Date: | Google Maps | MAPQUEST

Property Address: c 1265 Lombardi Ave | Title: i | Title Company: George's Titles While U Wait | Policy #: 0009-84-0322 | Legal Name: Andrew D. Smith

City/State/Zip: d Green Bay | WI | 54304

Interests Required		Access Rights	
Total Size (Acres)	0.000	Total Size (sq. ft.)	0.00
Fee Size (Acres)	0.000	Fee Size (sq. ft.)	0.00

- Click Edit
- Enter:
 - Parcel Type: Nominal
 - Current Status: Waiver
 - Property Address: 1265 Lombardi Ave
 - City: Green Bay, State: WI, Zip: 54304
 - Set Homestead to Yes
 - Enter Zoning and Present Use - Residential
 - Enter a Taxing Unit and a Tax Key number: City, Green Bay, 1001001
 - Enter a Brochure Sent date.
 - Enter Title Information
 - Agency on Docs: State
- Click Save
- Click the Google Maps Link
- Click Next Parcel **Next Parcel**

Enter Data for Appraisal Parcel Number 4

Test/Training Real Estate Automated Data System (READS) Test/Training

Project: Northeast | Project ID: 0000-03-04 | Project Name: Andre's Test Project 03 | Show Closed Projects: ☐ | New Parcel: | Prev. Parcel: | Next Parcel:

Office/LPA: Green Bay | Parcel No: 4 | Search Parcel:

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - Agency Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request
- Mailings
 - Letter Builder
 - Mailing Labels

Parcel Information

Acq. Specialist: Andrejs Temerbekovs | County of: Brown | Agency on Docs: State | State: j

Relo. Specialist: | Wetland Mitigation: 4f ☐ 6f ☐ Homestead: Yes ☒ e

Parcel No: 4 | Zoning: Residential | Present Use: Residential | f

Parcel Type: a Complex | g

Current Status: b Appraisal

Construction ID: 0000-03-75

Acquisition Type: Normal

Appraisal Format: k Standard Abbreviated

Property Owner: | Target Acq Date: | Brochure Sent: 12/6/2019 | h

Property Address: c 944 Canderperren Way | Initiation of Negotiations: | Closing Date: |

City/State/Zip: d Green Bay WI 54304

Interests Required		Access Rights	
Total Size (Acres)	0.000	Total Size (sq. ft.)	0.00
Fee Size (Acres)	0.000	Fee Size (sq. ft.)	0.00

Title: i | Title Company: Titles R Us | Policy #: 3456789 | Legal Name: Henrietta T.Jones

10. Click Edit

11. Enter:

- Parcel Type: Complex
- Current Status: Appraisal
- Property Address: 944 Vanderperren Way
- City: Green Bay, State: WI, Zip: 54304
- Set Homestead to Yes
- Enter Zoning and Present Use
- Enter a Taxing Unit and a Tax Key number
- Enter a Brochure Sent date.
- Enter Title Information
- Agency on Docs: State
- Appraisal Format: Standard Abbreviated

12. Click Save

Enter an additional Tax Key Number for parcel 4

13. Click Add New by the Taxing Unit table and enter a second Tax Key number

-- Webpage Dialog

Save Cancel

Taxing Unit: City of Green Bay

Tax Key No: 2002001

https://acceptance.dot.state.wi Trusted sites

14. Click Previous Parcel to Return to parcel 2

15. Click the Acquisition Team button under the Parcel Central Menu

Test/Training Real Estate Automated Data System (READS) Test/Training

Project | **Parcel** | Reports | My Parcels | My Ticklers | Property Mgmt | Setup | E-Submit | Acq Com ps | E-Help | E-Manual

Region: **Northeast** | Project ID: **0000-03-04** | Project Name: **Andre's Test Project 03** | Show Closed Projects: ☐ | New Parcel | **Prev. Parcel** | **Next Parcel**

Office/LPA: **Green Bay** | Parcel No: **2** | Search Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team**
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - Agency Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User

ACQUISITION TEAM New Assignment

Show ☒ Region Roles ☐ Statewide Roles ☐ All

Please click on the underlined role to make an assignment or to view details about the assigned team member

Role	Name	Delete
<u>Acquisition Specialist</u>	Andrejs Temerbekovs	X
<u>Appraiser</u>	Larry D Stein	X
<u>Contract Specialist</u>	Debra A Sinkula	X
<u>Defendant's Attorney</u>		X
<u>RIPS Coordinator</u>		X
<u>LPA Coordinator, Region</u>		X
<u>Litigation Specialist</u>		X
<u>Management Consultant</u>		X
<u>PDS Project Leader</u>		X
<u>PDS Project Manager</u>		X
<u>Plat Coordinator</u>		X
<u>Program Associate</u>		X
<u>Property Mgmt Specialist</u>		X
<u>RE Lead Worker</u>		X
<u>RE Project Manager</u>		X
<u>RE Supervisor</u>	Curtis D Van Erem	X
<u>Region READS System Admin</u>		X
<u>Relocation Specialist</u>		X
<u>Review Appraiser, Region</u>	Maria Krueger	X
<u>Sign Coordinator</u>		X

16. Click the Contract Specialist Role and make an assignment

17. Click the Region Supervisor Role (RE Supervisor) and make an assignment

18. If your information appears in the READS system, assign yourself as an Acquisition Specialist on parcel 2. This will allow you to access the parcel using My Parcels on the Main Menu.

19. Click the Next Parcel button **Next Parcel** and make appropriate assignments for parcel 4.

20. Click the Participants button under the Parcel Central Menu

Add Owner Participant for Nominal Parcel 2

1. Verify that you are on Parcel 2 and click Add New

Participant Save Cancel

☒ Individual ☐ Legal Entity

Full Name Relocation

Spouse Name

Participant Type

☐ PO Box ☒ Copy Property Address ☐ Address International ☐ Copy Mailing Address

Mailing Address:

City/State/Zip

Business Phone Ext Fax

Cell Phone

Home Phone

E-Mail Send Email

1099 Amount

SSN/FEIN Refused ☐

2. Select Individual
3. Enter First and Last Name
4. Leave Relocation set to No
5. Set Participant Type to Owner
6. Click Copy Property Address checkbox to use the Property Address as the Mailing Address
7. Enter phone numbers and email address
8. Click Save
9. Click the Back button

Add Mortgagee Participant for Nominal Parcel 2

1. Click Add New

Participant [Back](#) [Edit](#)

☐ Individual ☐ Legal Entity ☒ Corporation [Add New](#)

Business Name

Participant Type

☐ PO Box ☐ Address International

Mailing Address:

City/State/Zip

Business Phone **Ext** **Fax**

Cell Phone

Home Phone

E-Mail [Send Email](#)

Mortgage Date	Document #	Recorded Date
11/09/1971	479	11/12/1971

[Add New](#)

2. Select Legal Entity
3. Click the Corporation checkbox
4. Enter a Business Name
5. Set Participant Type to Mortgagee
6. Enter Contact Information
7. Click Save
8. On the Mortgage Table, click Add New
9. Enter Mortgage data and click Save

-- Webpage Dialog [Save](#) [Cancel](#)

Mortgage Dated

Document Num

Recording County

Recorded Date



Reel/Volume

Image/Page

10. Click the Back button and then click the Next Parcel button [Next Parcel](#)

Add Owner Participant for Appraisal Parcel 4

1. Click Add New

Participant  

☒ Individual ☐ Legal Entity

Full Name Relocation

Spouse Name Relo. Unit #

Participant Type Relo Category

☐ PO Box ☒ Copy Property Address ☐ Address International ☐ Copy Mailing Address


Mailing Address:

City/State/Zip

Business Phone Ext Fax

Cell Phone

Home Phone

E-Mail 



1099 Amount

SSN/FEIN Refused ☐

2. Select Individual
3. Enter First and Last Name
4. Set Relocation to Yes and enter Unit Number 100A
5. Set Participant Type to Owner
6. Click Copy Property Address checkbox to use the Property Address as the Mailing Address
7. Enter phone numbers and email address
8. Click Save
9. Click the Back button

Add Tenant Participant for Appraisal Parcel 4

1. Click Add New

Participant  

☒ Individual ☐ Legal Entity

Full Name Relocation

Spouse Name Relo. Unit #

Participant Type Relo Category

☐ PO Box ☒ Copy Property Address ☐ Address International


Mailing Address: Property Address:

City/State/Zip

Business Phone Ext Fax

Cell Phone

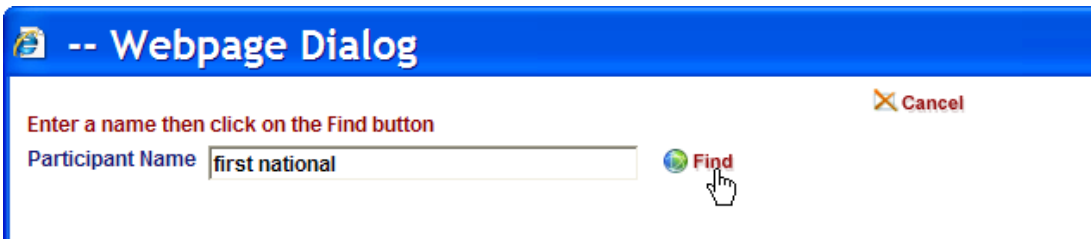
Home Phone

E-Mail 

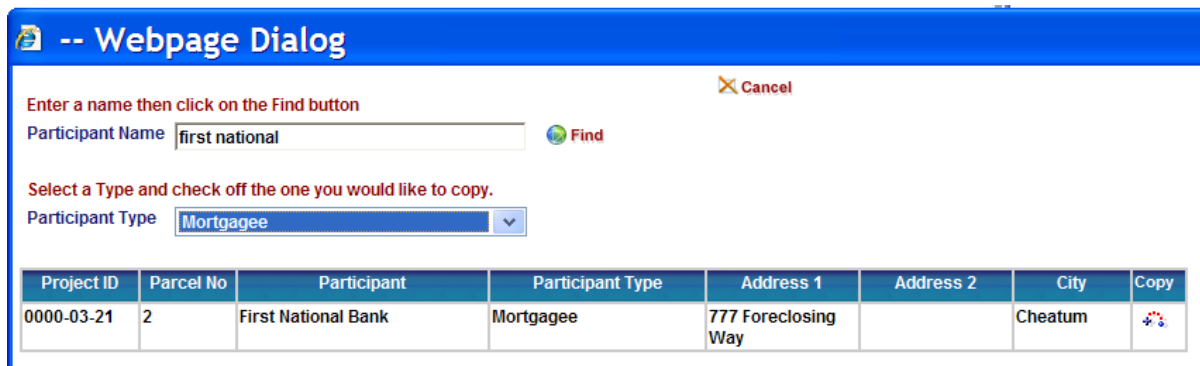
2. Select Individual
3. Enter First and Last Name
4. Set Relocation to Yes and enter Unit Number 101A
5. Set Participant Type to Tenant
6. Click Copy Property Address checkbox to use the Property Address as the Mailing Address
7. Enter phone numbers and email address
8. Click Save
9. Click the Back button


Add Mortgagee Participant for Appraisal Parcel 4

1. Click Copy Existing



2. In the Participant name field, enter “first national” and click Find
READS will search for participants in the system matching that name.
3. Set Participant Type to Mortgagee and click the icon in the Copy column




Project ID	Parcel No	Participant	Participant Type	Address 1	Address 2	City	Copy
0000-03-21	2	First National Bank	Mortgagee	777 Foreclosing Way		Cheatum	

4. READS will ask if you are sure you want to copy the participant, click OK
We are done entering participants for parcels 2 and 4.
5. Click the Previous Parcel button to return to parcel 2.
6. Click the Interests button under the Parcel Central Menu

Add Interests Required for Parcels 2 and 4

1. Verify that you are on parcel 2 and click the Edit button

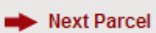
INTERESTS  Edit


Access Rights:

Total Size (acres)	<input type="text" value="0.750"/>	Total Size (sq. ft.)	<input type="text" value="32,670.00"/>
Fee Size (acres)	<input type="text" value="0.100"/>	Fee Size (sq. ft.)	<input type="text" value="4,356.00"/>
Existing ROW (acres)	<input type="text" value="0.000"/>	Existing ROW (sq. ft.)	<input type="text" value="0.00"/>
Total ROW (acres)	<input type="text" value="0.100"/>	Total ROW (sq. ft.)	<input type="text" value="4,356.00"/>

 Add New Interest


Type of Interest	Size	Unit	Delete
Fee	<input type="text" value="0.100"/>	acres	<input type="button" value="X"/>

2. Set Access Rights to No
3. Enter a Total Size of 0.75 (acres)
4. Under Type of Interest, select Fee
5. In the Size field, enter 0.1 and leave Unit set to acres
6. Click the Next parcel button 
7. Verify that you are on parcel 4 and click the Edit button

INTERESTS  Edit

Access Rights:

Total Size (acres)	<input type="text" value="1.200"/>	Total Size (sq. ft.)	<input type="text" value="52,272.00"/>
Fee Size (acres)	<input type="text" value="0.550"/>	Fee Size (sq. ft.)	<input type="text" value="23,958.00"/>
Existing ROW (acres)	<input type="text" value="0.050"/>	Existing ROW (sq. ft.)	<input type="text" value="2,178.00"/>
Total ROW (acres)	<input type="text" value="0.600"/>	Total ROW (sq. ft.)	<input type="text" value="26,136.00"/>

 Add New Interest

Type of Interest	Size	Unit	Delete
Fee	<input type="text" value="0.550"/>	acres	<input type="button" value="X"/>
Permanent Limited Easement (PLE)	<input type="text" value="0.250"/>	acres	<input type="button" value="X"/>

8. Set Access Rights to Yes
9. Enter a Total Size of 1.20 (acres)
10. Under Type of Interest, select Fee
11. In the Size field, enter 0.55 and leave Unit set to acres
12. Click Save and then click Add New Interest
13. Also enter a Permanent Limited Easement (PLE) of 0.25 acres
14. Click Save

The Negotiation Diary

The purpose of the Negotiation Diary (WisDOT Form DT2058) is to present a clear picture of what transpired during the negotiation of the particular parcel or land being acquired.

WisDOT Real Estate staff and consultants are required to use the READS system to generate diaries.

Use at least the first initial and full last name of the person making the entry. In the case of the parcel's main Real Estate agent, the full name only needs to be entered once. Initials will suffice for the remaining entries. Timely, accurate and detailed entries are critical. One technique that can work for remembering details is to immediately record key points of the negotiation on a portable recording device for later review; this can prove to be useful when updating diaries. The following shall be documented:

- 1) All discussions and meetings with property owners.
 - 2) All discussions and meetings with any parties of interest.
 - 3) All discussions and meetings with management and other staff including what was decided or not decided.
- In the event of disputes, litigation, audits, or other future situations, such documentation will serve as a reference and clearly tell the story. Note who attended and what was discussed.
 - An email trail does not replace diary notes.
 - An email trail can be included in the file, but a summary of what occurred is what is needed in the READS diary notes.
 - Have been other negotiations with the same property owner and whether or not there was an agreement. This may be helpful when defending the Department in litigation.
 - If more money is expected, it should be noted how much more the property owner thinks they are entitled to and what they are basing that amount on.
 - This is helpful to the Department during mediation.
 - Note whatever issues the property owner has concerns about.

The provisions regarding what items must be maintained in the region's official files are found in the Wisconsin relocation rules in Wis. Admin. ch, Adm 92. (Wi Stats 32 and 84 are silent with regard to a negotiation diary requirement). The following language is found in Adm 92.20.

Adm 92.20(1) (1) Property acquisition file. An individual property acquisition file shall contain:

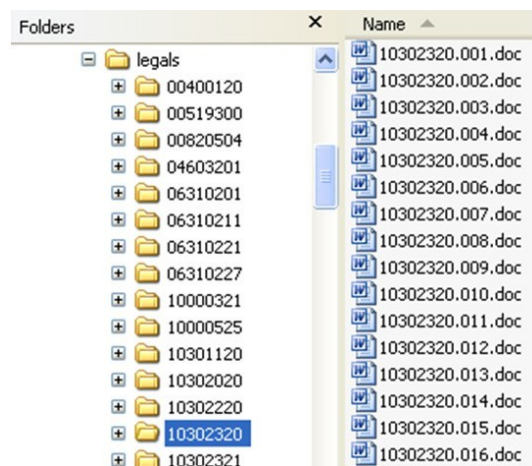
- (a) The name and address of a property owner and the address or other legal description of an acquired property;
- (b) Evidence that the property owner was given a pamphlet entitled, "Your Rights as a Landowner under Wisconsin Eminent Domain Law," and the date given;
- (c) A copy of written notices under this chapter or otherwise given to a displaced person;
- (d) A copy of appraisal reports or documents on which a determination of just compensation is based;
- (e) A copy of the written offer to purchase and the date of initiation of negotiations to acquire a property;
- (f) A copy of a purchase agreement, deed, declaration of taking, waiver or related document involving conveyance of the property;
- (h) Evidence that a property owner was paid for the purchase price and expenses incurred incidental to transfer of the property as specified under s. [32.195](#), Stats.

Legal Descriptions and READS

READS can import the legal description from Microsoft Word and place it directly on the face of a conveyance. Alternatively, the legal description can be attached to the conveyance as a separate page. In that case, the language: "Legal description is attached and made a part of this document by reference." must appear on the face of the conveyance.

For a legal description to be displayed on the face of a conveyance generated by READS

The legal descriptions must be saved as Legals must be saved as Word .docx files in the Region Office N:\Apps\READS\Legals folder, in a folder named with the 8 digit Real Estate Project ID as shown below. No other characters are allowed in the folder name.



Each legal description MS Word document is named: **10000020.003.docx**

Where:

10000020 The 8 digit project id must be the first 8 characters. No dashes.

.003 The 3 digit parcel number is immediately after the first period.
The parcel numbers are 3 digits (e.g. parcel 1 must be 001).

.docx The .docx extension (.doc extension is not supported).

NOTES:

Any text in the header or footer is ignored by READS. Use the header for including the title "legal description" and any other information desired. Use the footer for including the project and parcel number if desired.

The font used in preparing the legal description is ignored by READS. The legal description is displayed in the Arial font on the conveyance.

If a legal description is too long to fit on the page, the language "Legal description is attached ..." will appear on the face of the conveyance and the legal description will be attached.

Exercise 3 – Nominal Valuation & Offer (20 minutes)

Use the project ID and parcel numbers provided by the instructor

1. Enter Training READS using your Training Logon and Password
2. Navigate to Parcel 2 of your project (Click Project > Project Details, Find your project and click the icon in the Edit column next to your project, click the icon in the Open Parcel column next to parcel 2)
3. Click the Waiver of Appraisal button under the Parcel Central Menu

Test/Training Real Estate Automated Data System (READS) Test/Training

Project | Parcel | Reports | My Parcels | My Ticklers | Property Mgmt | Setup | E-Submit | Acq Comps | E-Help | E-Manual

Region: Northeast | Project ID: 0000-03-04 | Project Name: Andre's Test Project 03 | Show Closed Projects | New Parcel | Prev. Parcel | Office/LPA: Green Bay | Parcel No: 2 | Search Parcel | Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal**
- Appraisal
 - Agency Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request

Waiver Of Appraisal [Edit]

Prop Owner(s): Richard Alpert | Approval Details | ☐ Create Proposed Offer

Current Status: Waiver | Parcel Type: Nominal | Approved Amount: 300.00

Zoning: Residential | Approved By: | Approved On:

PDB/Sales Study: 12/05/2019

Allocation | Comparables | Log

Detail Items Initially Populated From Interests Identified [Edit] [Add New]

Allocation	Description	Size	Unit	Per Unit	Value (\$)	Del.
Land	farm field	0.100	acres	3,000.00	300.00	X
Total Allocation (\$)					300.00	
Rounded To (\$)					300.00	

4. Click the Edit button directly above the Allocation Table
5. Enter an optional description for the Land in the Description Field
6. Enter a Per Unit value for the Land
7. Click Save

Now you are ready to approve the allocation and create a proposed offer

8. Click the main Edit button (to the right of the green Waiver of Appraisal label)

Waiver Of Appraisal [Save] [Cancel]

Prop Owner(s): Richard Alpert | Approval Details | ☒ Create Proposed Offer

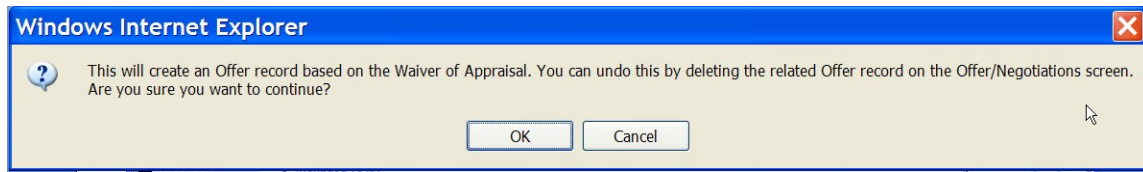
Current Status: Waiver | Parcel Type: Nominal | Approved Amount: 300.00

Zoning: Residential | Approved By: Jacob De Cleene | Approved On: 11/10/2010

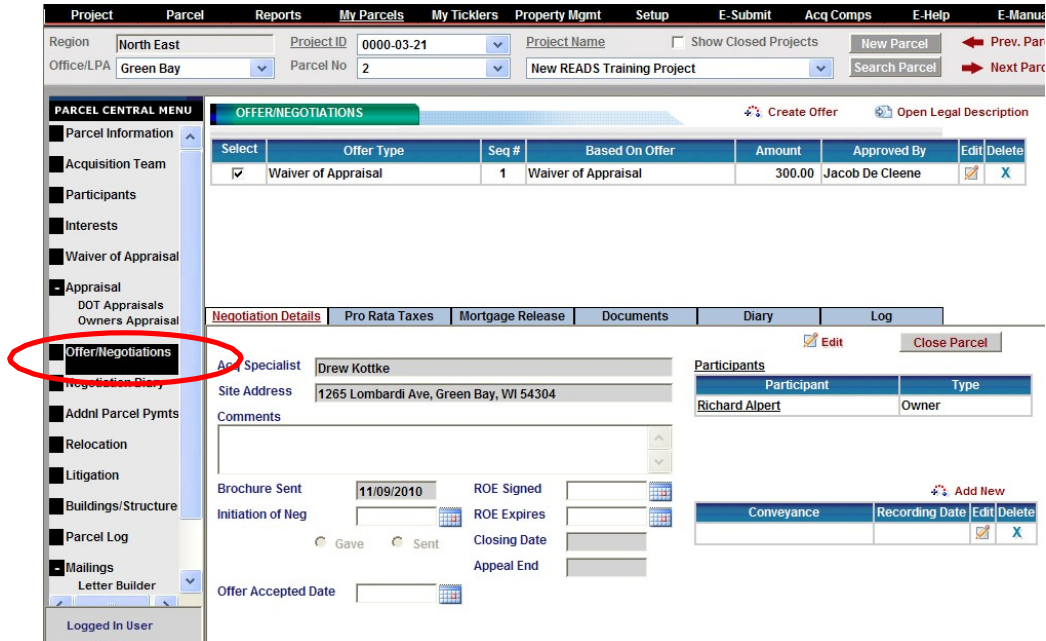
Project Data Book: 11/08/2010

9. Place a check in the Create Proposed Offer checkbox
10. Fill in Approved By and Approved On and click Save

11. READS will prompt you to confirm that you wish to create an Offer record. Click OK.



12. Now click on the Offers / Negotiation button under the Parcel Central Menu



13. Place a check in the checkbox next to the Waiver of Appraisal Offer.

On the Offer/ Negotiation screen you can enter an Initiation of Negotiations Date and Offer Accepted Date. This is also where Conveyance and Recording Date is entered.

14. Click the Diary tab and click Add Diary Item



15. Make a Diary Entry. Note that a Subject is required. Click Save when done.

We will spend time on diary items and the READS Log in another training exercise.

Create a Warranty Deed Document for Parcel 2

1. From the Offer screen for parcel 2, click the Documents tab

Negotiation Details	Pro Rata Taxes	Mortgage Release	Documents	Diary	Log
Show: <input type="radio"/> All <input type="radio"/> Letters <input checked="" type="radio"/> Documents <input checked="" type="checkbox"/> Fill in Dollar Amount <input checked="" type="checkbox"/> Fill in County <input checked="" type="checkbox"/> Fill in Notary Information <input type="checkbox"/> Fill in State					
Type of Document Negotiations					
Document	Generate	Date Last Generated	Open Last Created	Upload	
Quit Claim Deed by Corporation (DT1548)					
Real Estate Transactions Closing Statement (DT1617)					
Statement to Construction Engineer (DT1528)					
Temporary Limited Easement (DT1577)					
Temporary Right of Entry Easement (DT1561)					
Trustee's Deed (DT1529)					
Warranty Deed (DT1560)					

Notice that you may Show: Letters, Documents or All. You may also filter the list of documents by the Type of Document using the pull down menu

2. Select Documents
3. Scroll to the bottom of the list and click the icon in the Generate column next to Warranty Deed
4. Place a checkmark next to the owner's name indicating that he will sign the deed and click Generate Document (below left)

-- Webpage Dialog

Warranty Deed (DT1560)

Return Address Green Bay

One Dollar and OVC ☐

Signed By

☒ Richard Alpert

Create Separate Signature Page ☐

Generate Document
 Cancel

File Download

Do you want to open or save this file?

Name: Doc17256.rtf
Type: Rich Text Format, 91.9KB
From: acceptance.dot.state.wi.us

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

READS will generate the document, *save a copy in the Log* and send the document to MS Word to open.

5. Word will prompt you to Open, Save or Cancel. Click Open (above right)
6. MS Word will open the Warranty Deed.
7. Inspect the document to verify that it is correct. Conveyances are protected and must not be edited.
8. Print the document to the local printer (your instructor can advise you on the printer to use). We will use this document later during another exercise.

Introduction to the READS Log

The READS Log can serve as the project file and the official location for documents. There is a project log for every project and a parcel log for every parcel. In the Relocation Log each Unit Number has its own log.

Each Parcel Log is made up of several smaller logs. There are Logs for each of these areas within each parcel: Waiver of Appraisal, DOT Appraisal, Owner Appraisal, Offer/Negotiations, Relocation, Litigation and Buildings & Structures. Together, they combine to make up the Parcel Log.

Log entries are made by these actions

1. Generate a document. Documents are saved in the log where they originated.
2. Upload an edited document to the Log. It is possible to edit a generated document and upload it to the Log replacing the original.
3. Make a Diary Entry
4. Enter a Comment. Like a Diary entry although this is information that is not included on the negotiation diary document.
5. Manually attach a document. It is easy to upload other documents from outside the system (for example, an PDF appraisal document E-Submitted with the old E-Submit system)
6. Attach a document via barcode scanning. This is an automated way of uploading documents to the log. This will be covered in a separate exercise.
7. Sending an email from the Log. An email, with or without an attachment, may be sent from the log. Emails are never received in the Log, only sent.
8. E-Submit a document to the Log. When the READS E-Submit tool is used, the submitted documents go directly to the appropriate Log.

We will spend additional time on the READS Log in another exercise.

1. While still on the Offer screen for parcel 2, click the Log tab

The screenshot shows the READS Log interface. At the top, there are tabs: Negotiation Details, Pro Rata Taxes, Mortgage Release, Documents, Diary, and Log (which is selected). Below the tabs, there are filters for Date, Category, Type, and Sub-Type. There are also buttons for Add Diary Item, Add Comment, Attach Document, Send EMail, and Generate Coversheet. The main table displays log entries with columns: Attach, Date, Category, Type, Subject, Sub Type, Open, Upload, Edit, Delete, Modified Date, and e-Auth. The table shows two entries: a Warranty Deed (DT1560) and a contacted owner diary entry.

Attach	Date	Category	Type	Subject	Sub Type	Open	Upload	Edit	Delete	Modified Date	e-Auth.
<input type="checkbox"/>	11/10/2010	Negotiation	Document	Warranty Deed (DT1560)						11/10/2010 13:39:04	
	11/10/2010	Negotiation	Diary	contacted owner						11/10/2010 13:23:51	

At the bottom, there is a pagination bar showing "Page 1 of 1" and a "Print" button.

You will see 2 entries. You will see the diary entry that you created and you will also see the Warranty Deed that you generated. The most recent log entries appear at the top of the list.

Correctly Entering Remnants in the READS

Alternate A – Entire Acquisition

An Alternate A Offer is used when the owner is left with no property after the acquisition of the remnant and fee needed for the project (A total buyout).

Enter plat information in the interest screen. This information should only be what is required for the project. It should **NOT** include any remnant property.

Project: Northeast, Project ID: 9999-11-11, Project Name: Teresa's Test Project, Office/LPA: Green Bay, Parcel No: 57

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests**
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts

INTERESTS

Access Rights: No

Total Size (acres): 15.900, Total Size (sq. ft.): 692,604.00

Fee Size (acres): 15.000, Fee Size (sq. ft.): 653,400.00

Existing ROW (acres): 0.000, Existing ROW (sq. ft.): 0.00

Total ROW (acres): 15.000, Total ROW (sq. ft.): 653,400.00

[Add New Interest](#)

Type of Interest	Size	Unit	Delete
Fee	15.000	acres	X

Enter information in the DOT Appraisal screen according to the appraisal. This information should only be what is required for the project.

Project: Northeast, Project ID: 9999-11-11, Project Name: Teresa's Test Project, Office/LPA: Green Bay, Parcel No: 57

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals**
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request

DOT Appraisal

Prop Owner(s): Jackson Kinney, Appraiser: Teresa R McClung

Property Address: 456 property address, proppty, WI, Company: WisDOT

Parcel Type: Major, Current Status: Appraisal, Eff. Date of Report: [Calendar]

Review Status: [Dropdown], Proj Data Book: [Dropdown], Submitted for Review: [Calendar] [Submit for Review](#)

Appraisal Format: Standard Before And After, Total Value (\$): 46.89

[Allocation](#) | [Summary](#) | [Description](#) | [Comps](#) | [Obj Review](#) | [Checklist](#) | [Rvw Details](#) | [Documents](#) | [Diary](#) | [Log](#)

Before Value: 47.70 - After Value: 0.81 = 46.89

[Edit](#)

Detail Items Initially Populated From Interests Identified

Allocation	Description	Size	Unit	Per Unit	Value (\$)	
Land		15.000	acres	3.00	45.00	X
Severance	remaining land value diminished by 70%				1.89	X
Total Allocation (\$)					46.89	

Once the DOT appraisal is approved, the offering price is listed on the Offer/Negotiations screen.

Click on the create offer button.

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Northeast Project ID 9999-11-11 Project Name Show Closed Projects New Parcel Prev. Parcel
Office/LPA Green Bay Parcel No 57 Teresa's Test Project Search Parcel Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations**
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation

OFFER/NEGOTIATIONS Create Offer Open Legal Description

Select	Offer Type	Seq #	Based On Offer	Amount	Approved By	Edit	Delete
<input checked="" type="checkbox"/>	Offering Price	1	Appraisal (Teresa R McClung)	46.89	Robert Prescott		

Negotiation Details Pro Rata Taxes Mortgage Release Documents Diary Log

Acq Specialist Kip Pelegrin Participants

Site Address 456 property address, property, WI

Comments

Participant	Type
Jackson Kinney	Owner

Edit Close Parcel

Complete the pop up window as shown.

-- Webpage Dialog

Save Cancel

Offer Type Alternate A - Acquisition of Entire Property

Based On Existing Offer 1 - Offering Price

https://accep Trusted sites | Protected Mode: Off

Click the add new icon to add an allocation for the remnant.

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations**
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request
- Mailings

Offer/Negotiation Back Edit

Offer Type Alternate A - Acquisition of Entire Property

Based On Offer 1 - Offering Price

Amount 46.89

Approved By

Approved On

Allocations Edit Add New

Allocation	Description	Size	Unit	Value / Unit	Value (\$)	Delete
Land		15.000	acres	3.00	45.00	
Severance	remaining land value diminished by 70%				1.89	
Total Allocation (\$)					46.89	

Complete the pop up window with the remnant information. Use the remnant's **after value** in the DOT appraisal as the value for this allocation.

-- Webpage Dialog

Save Cancel

Allocation: Remnant

Description:

Size: 0.900

Unit: acres

Per Unit: 0.90

Value (\$): 0.81

http Trusted sites Protected Mode: Off

Here is an example of a correctly entered allocation.

Allocations						
Edit Add New						
Allocation	Description	Size	Unit	Value / Unit	Value (\$)	Delete
Land		15.000	acres	3.00	45.00	X
Severance	remaining land value diminished by 70%				1.89	X
Remnant		0.900	acres	0.90	0.81	X
Total Allocation (\$)					47.70	

- Note the total allocation is the before value from the DOT appraisal. An alternate offer should never be more than the before value.
- Note the land and severance allocation is not altered.

Click the back button to return to the Offer/Negotiation screen.

Check the “select” box for the Alternate A before generating the Alternate Offer To Purchase form. Next click the Documents tab. Click the generate button for the Alternate Offer To Purchase.

Office/LPA: Green Bay Parcel No: 57 Teresa's Test Project Search Parcel Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations**
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: dott4m

OFFER/NEGOTIATIONS Create Offer Open Legal Description

Select	Offer Type	Seq #	Based On Offer	Amount	Approved By	Edit	Delete
<input type="checkbox"/>	Offering Price	1	Appraisal (Teresa R McClung)	46.89	Robert Prescott		
<input checked="" type="checkbox"/>	Alternate A - Acquisition of Entire Property	1	1 - Offering Price	47.70			

Negotiation Details Pro Rata Taxes Mortgage Release **Documents** Diary Log

Show: ☒ All ☐ Letters ☐ Documents ☒ Fill in Dollar Amount ☒ Fill in County ☒ Fill in Notary Information ☒ Fill in State

Type of Document:

Document	Generate	Date Last Generated	Open Latest	Uploaded	Upload
Acquisition Survey					
Administrative Revision (DT1592)					
Administrative Revision Letter					
Agreement for Purchase and Sale of Real Estate - Long Form (DT1618)					
Agreement for Purchase and Sale of Real Estate - Short Form (DT1895)					
Alternate Offers To Purchase (DT1975)		11/21/2012			
Assessor Letter					
Award of Damages Letter					

Click the check box next to Alternate A. Fill in the Compiled By, Reason for Purchase, and Supported By fields. Click the generate document icon to create the form.

Webpage Dialog

Alternate Offers To Purchase (DT1975)

☒ **ALTERNATE A - Acquisition of Entire Property** Compiled By:

Area of Required Acquisition: 15.000 Acres + Remaining Tract to be Acquired: 0.900 Acres = Size of Entire Property to be Acquired: 15.90000 Acres

Reason for Purchase:

(1) Just Compensation for Required Acquisition: 46.89
 (2) Appraised Market Value of Remainder Tract: 0.81
 (3) Recommended Alternate Offering Price A: 47.70

Supported By:

☐ **ALTERNATE B - Acquisition of Remnant Tracts**

	Area of Remnant Tract	Approved Price for Remnant Tract
Remnant Tract B-1	0.000 Acres	0.00
Remnant Tract B-2	0.000 Acres	0.00
Remnant Tract B-3	0.000 Acres	0.00

Reason for Purchase:

Supported By:

Generate Document Cancel

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=W... Trusted sites | Protected Mode: Off

Alternate B – Acquisition of Remnant Tract

An Alternate B Offer is used when the owner is left with property after the acquisition of the remnant and fee needed for the project.

Enter plat information in the interest screen. This information should only be what is required for the project. It should **NOT** include any remnant property.

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests**
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation

INTERESTS [Edit](#)

Access Rights:

Total Size (acres): Total Size (sq. ft.):

Fee Size (acres): Fee Size (sq. ft.):

Existing ROW (acres): Existing ROW (sq. ft.):

Total ROW (acres): Total ROW (sq. ft.):

[Add New Interest](#)

Type of Interest	Size	Unit	Delete
Fee	0.560	acres	X
Temporary Limited Easement (TLE)	0.005	acres	X

Enter information in the DOT Appraisal screen according to the appraisal. This information must be only what is required for the project.

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request

DOT Appraisal [Back](#) [Edit](#)

Prop Owner(s): Appraiser:

Property Address: Company:

Parcel Type: Current Status: Eff. Date of Report:

Review Status: Proj Data Book: Submitted for Review: [Submit for Review](#)

Appraisal Format: Total Value (\$):

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Land		0.560	acres	65.00	36.40
TLE		0.005	acres	2,400.00	12.00
Total Allocation (\$)					48.40

Once the DOT appraisal is approved, the offering price is listed on the Offer/Negotiations screen.

Click on the create offer button.

Project: Northeast, Parcel: Green Bay, Project ID: 9999-11-11, Project Name: Teresa's Test Project

Office/LPA: Green Bay, Parcel No: 58

PARCEL CENTRAL MENU: Parcel Information, Acquisition Team, Participants, Interests, Waiver of Appraisal, Appraisal, Offer/Negotiations, Negotiation Diary, Addnl Parcel Pymts, Relocation, Litigation, Buildings/Structures, Parcel Log, Payment Request, Mailings

OFFER/NEGOTIATIONS: Create Offer, Open Legal Description

Select	Offer Type	Seq #	Based On Offer	Amount	Approved By	Edit	Delete
<input checked="" type="checkbox"/>	Offering Price	1	Appraisal (Teresa R McClung)	48.40	Robert Prescott		

Negotiation Details, Pro Rata Taxes, Mortgage Release, Documents, Diary, Log

Acq Specialist: Cynthia Michalski, Site Address: condo's property address, property, WI 68952

Comments: [Text Area]

Brochure Sent, Initiation of Neg, Owner Appraisal Due, Offer Accepted Date, ROE Signed, ROE Expires, Closing Date, Appeal End

Participants: Participant, Type

Participant	Type
Condominium Participant, LLC	Owner

Conveyance, Recording Date, Add New, Edit, Delete

Complete the pop up window as shown.

Webpage Dialog

Save, Cancel

Offer Type: Alternate B - Acquisition of Remnant Tracts

Based On Existing Offer: 1 - Offering Price

https://accep Trusted sites | Protected Mode: Off

Click the add new icon to add an allocation for the remnant.

PARCEL CENTRAL MENU: Parcel Information, Acquisition Team, Participants, Interests, Waiver of Appraisal, Appraisal, Offer/Negotiations, Negotiation Diary, Addnl Parcel Pymts, Relocation, Litigation, Buildings/Structures, Parcel Log, Payment Request, Mailings

Offer/Negotiation: Back, Edit

Offer Type: Alternate B - Acquisition of Remnant Tracts

Based On Offer: 1 - Offering Price

Amount: 48.40

Approved By: [Dropdown]

Approved On: [Calendar]

Allocations: Edit, Add New

Allocation	Description	Size	Unit	Value / Unit	Value (\$)	Delete
Land		0.560	acres	65.00	36.40	
TLE		0.005	acres	2,400.00	12.00	
Total Allocation (\$)					48.40	

Complete the pop up window with the remnant information. Use the remnant's **after value** in the DOT appraisal as the value for this allocation.

-- Webpage Dialog

Save Cancel

Allocation	Description
Remnant	north tract

Size 3.000

Unit acres

Per Unit 28.00



Value (\$) 84.00

http Trusted sites Protected Mode: Off

Click the add new button again to add another remnant, if needed.

Here is an example of a correctly entered allocation for 2 remnant tracts.

- Note an alternate offer should never be more than the before value.
- Note the Land's size and value allocation were not altered.

Allocations						
		<div>  Edit  Add New </div>				
Allocation	Description	Size	Unit	Value / Unit	Value (\$)	Delete
Land		0.560	acres	65.00	36.40	X
TLE		0.005	acres	2,400.00	12.00	X
Remnant	north tract	3.000	acres	28.00	84.00	X
Remnant	south tract	6.000	acres	28.00	168.00	X
Total Allocation (\$)					300.40	

Click the back button to return to the Offer/Negotiation screen.

Check the “select” box for the Alternate B before generating the Alternate Offer To Purchase form. Next click the Documents tab. Click the generate button for the Alternate Offer To Purchase.

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations**
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: dott4m

OFFER/NEGOTIATIONS Create Offer Open Legal Description

Select	Offer Type	Seq #	Based On Offer	Amount	Approved By	Edit	Delete
<input type="checkbox"/>	Offering Price	1	Appraisal (Teresa R McClung)	48.40	Robert Prescott		
<input checked="" type="checkbox"/>	Alternate B - Acquisition of Remnant Tracts	1	1 - Offering Price	300.40			

Negotiation Details **Pro Rata Taxes** **Mortgage Release** **Documents** **Diary** **Log**

Show: ☒ All ☐ Letters ☐ Documents ☒ Fill in Dollar Amount ☒ Fill in County
☒ Fill in Notary Information ☒ Fill in State

Type of Document:

Document	Generate	Date Last Generated	Open Latest	Uploaded	Upload
Acquisition Survey					
Administrative Revision (DT1592)					
Administrative Revision Letter					
Agreement for Purchase and Sale of Real Estate - Long Form (DT1618)					
Agreement for Purchase and Sale of Real Estate - Short Form (DT1895)					
Alternate Offers To Purchase (DT1975)					
Assessor Letter					
Award of Damages Letter					

Click the check box next to Alternate B. Fill in the Compiled By, Reason for Purchase, and Supported By fields. Click the generate document icon to create the form.

-- Webpage Dialog

Alternate Offers To Purchase (DT1975)

☐ ALTERNATE A - Acquisition of Entire Property Compiled By: me

Area of Required Acquisition: 0.560 Acres + Remaining Tract to be Acquired: 9.000 Acres = Size of Entire Property to be Acquired: 9.56000 Acres

Reason for Purchase:

(1) Just Compensation for Required Acquisition: 48.40
 (2) Appraised Market Value of Remainder Tract: 0.00
 (3) Recommended Alternate Offering Price A: 0.00

Supported By:

☒ **ALTERNATE B - Acquisition of Remnant Tracts**

Area of Remnant Tract:
 Remnant Tract B-1: 3 Acres
 Remnant Tract B-2: 6 Acres
 Remnant Tract B-3: Acres

Approved Price for Remnant Tract:
 84.00
 168.00
 0.00

Reason for Purchase: landlocked and uneconomic

Supported By: DOT appraisal

Generate Document Cancel

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=W1 Trusted sites | Protected Mode: Off

Exercise 4 – Appraisal & Offer (10 minutes)

Use the project ID and parcel numbers provided by the instructor

1. Enter Training READS using your Training Logon and Password
2. Navigate to Parcel 4 of your project in Parcel Central (Click Project > Project Details, find your project and click the icon in the Edit column next to your project, click the icon in the Open Parcel column next to parcel 4)
3. Click the Agency Appraisals button under the Parcel Central Menu
4. Click on the icon in the Edit column next to the appraisal

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - Agency Appraisals
 - Owners Appraisal

AGENCY APPRAISALS

Appraiser	Appraisal Format	Reviewer	Effective Date of Report	Total Appraised Value	Review Status	Edit	Delete
Larry D Stein (WisDOT)	Standard Abbreviated			0.00			

The Appraisal screen will open with the Allocation tab selected

DOT Appraisal

Prop Owner(s): Desmond D Hum e Appraiser: Larry D Stein

Property Address: 944 Canderperren Way, Green Bay, WI 54304 Company: WisDOT

Parcel Type: Complex Current Status: Appraisal Eff. Date of Report:

Review Status: Proj Data Book: 12/05/2019 Submitted for Review:

Appraisal Format: Standard Abbreviated Total Value (\$): 0.00 Hardcopy to Region:

Before Value: 0.00 - After Value: 0.00 = 0.00

Detail Items Initially Populated From Interests Identified

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Access Rights					0.00
Land		0.550	acres	0.00	0.00
PLE		0.250	acres	0.00	0.00
Total Allocation (\$)					0.00

5. Click the Edit button directly above the Allocation Table
6. Enter optional descriptions for the Land and PLE in the Description fields. Enter Per Unit Values for Each

Before Value: 0.00 - After Value: 0.00 = 0.00

Detail Items Initially Populated From Interests Identified

Allocation	Description	Size	Unit	Per Unit	Value (\$)
PLE		0.250	acres	2,500.00	625.00
Land		0.550	acres	24,000.00	13,200.00
Total Allocation (\$)					13,825.00

7. Click Save

Objective Review and Appraisal Review

1. Click the Objective Review Tab

DOT Appraisal [Back](#) [Edit](#)

Prop Owner(s) Appraiser

Property Address Company

Parcel Type Current Status Eff. Date of Report

Review Status Proj Data Book Submitted for Review [Submit for Review](#)


Appraisal Format Total Value (\$)

Allocation	Summary	Description	Comps	Obj Review	Checklist	Rvw Details	Documents	Diary	Log
Edit Yes to All									
Items 1-14 to be checked off and completed by consultant appraiser									
1	5-year sales history								
2	All applicable "compensable items" are identified, adequately addressed, and separately valued in report.								
3	Area and interest to be acquired agree with latest approved right of way plat or pending revision								
4	Certificate of appraiser is included								
5	Date of opinion coincides with last inspection date								
6	Math calculations are correct								
7	Original and most recent plat date is noted								
8	Owners (or their designated representative) were offered opportunities to accompany appraiser during inspection of property with their response to appraiser noted								
9	Possibility for an uneconomic remnant has been determined, with amount identified in Alternate Offer								
10	Project number, page number and parcel number is included at bottom of every page								
11	Report format matches format designated by contract.								
12	Report has been spell checked								
13	Sales sheets are attached with sales information verified and included in valuation section								

2. Click the Edit button above the Objective Review checklist table
3. Click Yes in the checkbox for the appropriate items in the Objective Review checklist. Note that you may have to scroll to view all the items.
4. Click Save
5. Click the Diary Tab
6. Click Add Diary Item
7. Make one or more Appraisal Diary Entries and Click Save

Allocation	Summary	Description	Comps	Obj Review	Checklist	Rvw Details	Documents
Spell Checker <input type="checkbox"/> Save Cancel							
Date	<input type="text" value="2/06/2019"/>						
Type	<input type="text" value="Diary"/>						
Sub-Type	<input type="text" value="Revision Requested (Appraisal)"/>						
Subject	<input type="text" value="Make corrections as discussed on phone call of 11/11/2019"/>						
Description	<input type="text" value="Concerning valuation of Parcel 2"/>						

8. Click the Checklist Tab

Allocation	Summary	Description	Comps	Obj Review	Checklist	Rvw Details	Documents	Diary	Log	
					<div> Edit</div> <div>Yes to All <input type="checkbox"/></div>					
Scope of work and parameters for this review are as follows									Yes	No
1	Area and interests to be acquired agrees with latest plat							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Owner/representative offered joint inspection opportunity							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Date of opinion same as date of latest inspection							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Adequate project and neighborhood discussion							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Adequate discussion of land							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Adequate discussion of improvements and utilities							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Discussion of highest and best use							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Discussion of zoning and its bearing on subject							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Thorough description and analysis of acquisition							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Adequate discussion of remainder							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Property assessment discussed if used for before value							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Appraisal methods and techniques explained							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Appraisal methods are appropriate and adequate to justify market value expressed in appraisal							<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14	Comparable sales are of a sufficient number and quality							<input checked="" type="checkbox"/>	<input type="checkbox"/>	

9. Click the Edit button above the Reviewer checklist table

10. Click Yes in the checkbox for the appropriate items in the Reviewer checklist. Note that you may have to scroll to view all the items.

11. Click Save

12. Click the Documents Tab

13. Click the icon in the Generate column next to Appraisal Review (DT2128)

Allocation	Summary	Description	Comps	Obj Review	Checklist	Rvw Details	Documents	Diary	Log
Document						Generate	Date Last Generated	Open Last Created	Upload
Appraisal Objective Review							11/11/2010		
Appraisal Review (DT2128)							11/11/2010		

READS will generate the document, save a copy in the Log and send the document to MS Word to open.

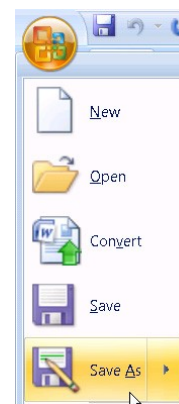
14. Word will prompt you to Open, Save or Cancel. Click Open

MS Word will open the Appraisal Review Document

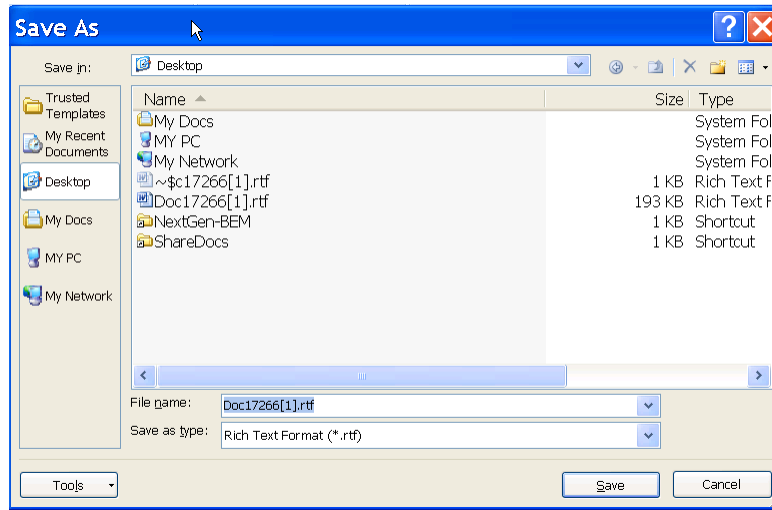
15. Inspect the document to verify that it is correct. Fill in additional information if needed.

16. When you modify a READS document, you must save it to your computer and upload it to the Log. After making all necessary changes to the document, click the round Office button and then click Save As

An easy way to keep track of the document temporarily is to save it on your desktop



17. In the Save As dialog box, click Desktop on the left side and make note of the file name (in this case, Doc17266[1].rtf) and click Save



18. Now click the Log tab and you will notice an arrow up icon in the Upload column next to the Appraisal Review document.

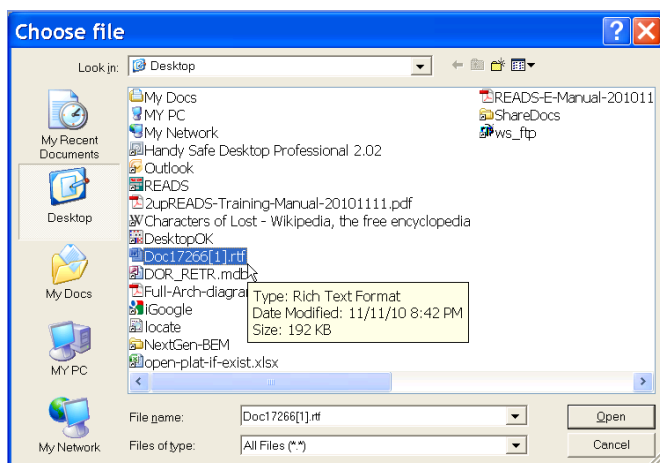
Allocation	Summary	Description	Comps	Obj Review	Checklist	Rvw Details	Documents	Diary	Log				
Use the following to filter the Log:													
Date	Category		Type		Sub-Type		Generate Coversheet			Show All			
=													
Attach to Email	Date	Category	Type	Sub Type	Subject	Contacted	Open	Replace	Edit	Admin Edit	Admin Delete	Modified Date	e-Auth
<input type="checkbox"/>	12/06/2019	Appraisal	Document		Appraisal Review (RE2128)							12/06/2019 11:49:17 AM	
	12/06/2019	Appraisal	Diary	Revision Requested	Make corrections as discussed on phone							12/06/2019 11:45:33 AM	

19. Click the arrow icon and the Document Info screen appears

Allocation	Summary	Description	Comps	Obj Review	Checklist	Rvw Details	Documents	Diary	Log
<div>DOCUMENT INFO Edit Cancel</div> <div> <div>Document <input type="text" value="Appraisal Review (RE2128)"/> Browse...</div> <div> <div>Preparation Date <input type="text" value="12/06/2019"/> calendar icon</div> <div>Document Type <input type="text" value="Appraisal Review (RE2128)"/> dropdown icon</div> </div> <div>Subject <input type="text" value="Appraisal Review (RE2128)"/></div> <div>Description <input type="text"/></div> </div>									

20. Click the Browse button and the Choose file dialog appears

- Click Desktop again on the left side and double-click the modified Appraisal Review document



READS will upload the modified version of the Appraisal Review document and overwrite the original

Appraisal Approval

- Click the Review Details Tab (Rvw Details)

Allocation	Summary	Description	Comps	Obj Review	Checklist	Rvw Details	Documents	Diary	Log
<div> Save Cancel </div>									
Reviewer <input type="text" value="Abigail E Ringel"/>						Obj Review Completed <input type="text" value="12/06/2019"/>			
Company <input type="text" value="WisDOT"/>						Revisions Requested <input type="text" value="12/06/2019"/>			
Review Status <input type="text" value="Accepted and Recommended"/>						Revisions Received <input type="text"/>			
Comments <div></div>						Subject Field Reviewed <input type="text"/>			
Fair Market Value - "Before" acquisition (\$) <input type="text" value="0.00"/>						Approval Details <input checked="" type="checkbox"/> Create Proposed Offer			
Fair Market Value - "After" acquisition (\$) <input type="text" value="0.00"/>						Approved Amount <input type="text" value="13,825.00"/>			
Difference <input type="text" value="0.00"/>						Approved By <input type="text" value="Camille L Wilcox"/>			
						Approved On <input type="text" value="12/06/2019"/>			

- Enter an Object Review Completed date.
- Change the Review Status to "Accepted and Recommended"
- Click Create Proposed Offer
- Select the appropriate individual under Approved By
- Enter the Approved On date.
- Click Save
- READS will prompt you to confirm that you wish to create an Offer based on the Appraisal. Click OK.



Electronic Records Law

Wisconsin Statutes 137.15

Legal recognition of electronic records, electronic signatures, and electronic contracts.

(1) A record or signature may not be denied legal effect or enforceability solely because it is in electronic form.

(2) A contract may not be denied legal effect or enforceability solely because an electronic record was used in its formation.

(3) If a law requires a record to be in writing, an electronic record satisfies that requirement in that law.

(4) If a law requires a signature, an electronic signature satisfies that requirement in that law.

Wisconsin Statutes 706.25

Uniform real property electronic recording act.

(1) DEFINITIONS. In this section:

(c) "Electronic document" means a document that is received by the register of deeds in an electronic form.

(d) "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a document and executed or adopted by a person with the intent to sign the document.

(2) VALIDITY OF ELECTRONIC DOCUMENTS.

(a) If a law requires, as a condition for recording, that a document be an original, be on paper or another tangible medium, or be in writing, the requirement is satisfied by an electronic document satisfying this section.

(b) If a law requires, as a condition for recording, that a document be signed, the requirement is satisfied by an electronic signature.


(c) A requirement that a document or a signature associated with a document be notarized, acknowledged, verified, witnessed, or made under oath is satisfied if the electronic signature of the person authorized to perform that act, and all other information required to be included, is attached to or logically associated with the document or signature. A physical or electronic image of a stamp, impression, or seal need not accompany an electronic signature.

Electronic Records - Digital Originals vs. Scanned

LAND VALUATION GRID

PROPERTY SALE PRICE	XXXXXX	SALE W9121	\$140,000	SALE W9121	\$120,000
SALE DATE	05/18/2009	29/2009	05/2009	05/2009	05/2009
TERMS & CONDITIONS	NA	WARRANTY DEED	WARRANTY DEED	WARRANTY DEED	WARRANTY DEED
OTHER (Describe)	NONE	NONE	NONE	NONE	NONE
ADJUSTED SALE PRICE	XXXXXX	XXXXXX	\$140,000	XXXXXX	\$120,000
DESCRIPTION	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
ADJUSTED SALE PRICE	XXXXXX	XXXXXX	\$140,000	XXXXXX	\$120,000
ADDRESS	W9024 STH 23, Greenbush	S Frontage Road, Waupun	Subway Road, Waupun	Subway Road, Waupun	Subway Road, Waupun
LOCATION	Good	Good	Good	Good	Good
ZONING	A-1	A-1	A-1	A-1	A-1
LAND MAKE-UP					
Bldg. Site	4.32	0	0	0	0
Cropland	110	30	70	30	30
Roads/Waste	0.4	1	0.94	1	1
Marsh	0	0	0	0	0
Woods	9	4.48	9	4.48	4.48
TOPOGRAPHY / COVER	Level, Partial Woods	Level, Partial Woods	Level, Partial Woods	Level, Partial Woods	Level, Partial Woods
UTILITIES	Private	Private	Private	Private	Private
TOTAL ADJUSTMENTS	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
INDICATED VALUE PER ACRE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

Digital Original



PROJECT I.D. 1440-15-21
PARCEL 19

29

Appraisal No. 20091219


ADDRESS	W9024 STH 23, Greenbush	S Frontage Road, Waupun
LOCATION	Good	Good
ZONING	A-1	A-1
LAND MAKE-UP		
Bldg. Site	4.32	0
Cropland	110	30
Roads/Waste	0.4	1
Marsh	6	0
Woods	9	4.48
TOPOGRAPHY / COVER	Level, Partial Woods	Level, Partial Woods
UTILITIES	Private	Private

- High Quality
- Searchable Text
- About 15 kb / page
- FAST - Print to PDF

LAND SALE-ADJUSTMENT GRID

SALE PRICE	114,000	114,000	114,000	114,000	114,000
DATE OF SALE	05/18/2009	05/18/2009	05/18/2009	05/18/2009	05/18/2009
TERMS & CONDITIONS	NA	WARRANTY DEED	WARRANTY DEED	WARRANTY DEED	WARRANTY DEED
OTHER (Describe)	NONE	NONE	NONE	NONE	NONE
ADJUSTED SALE PRICE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
DESCRIPTION	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
ADJUSTED SALE PRICE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
ADDRESS	W9024 STH 23, Greenbush	S Frontage Road, Waupun	Subway Road, Waupun	Subway Road, Waupun	Subway Road, Waupun
LOCATION	Good	Good	Good	Good	Good
ZONING	A-1	A-1	A-1	A-1	A-1
LAND MAKE-UP					
Bldg. Site	4.32	0	0	0	0
Cropland	110	30	70	30	30
Roads/Waste	0.4	1	0.94	1	1
Marsh	0	0	0	0	0
Woods	9	4.48	9	4.48	4.48
TOPOGRAPHY / COVER	Level, Partial Woods	Level, Partial Woods	Level, Partial Woods	Level, Partial Woods	Level, Partial Woods
UTILITIES	Private	Private	Private	Private	Private
TOTAL ADJUSTMENTS	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
INDICATED VALUE PER ACRE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

Scanned



Project: 1330-12-20
© 2009

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Parcel No. 23

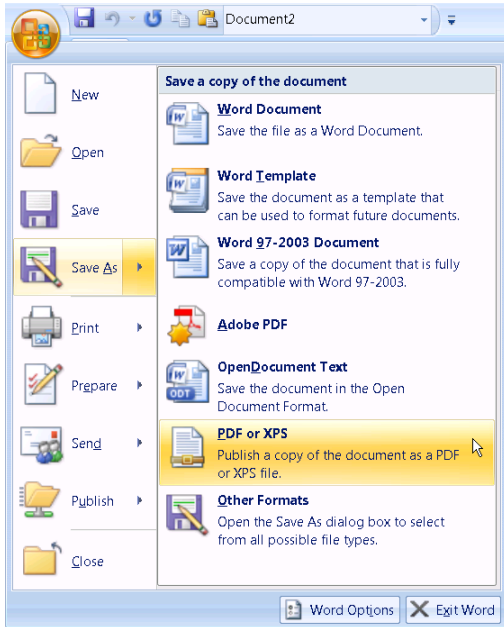
SUBJECT PROPERTY	
S83 W29861 Saxony Court	
Town of Mukwonago, Wisconsin	
TRANSACTION DETAILS	
Sale Price	---
Date of Sale	--
Site Size (SF)	134,034
Price/SF	--
ADJUSTMENT PROCESS	
Unadjusted Sale Price	
Terms of Sale	
Cash Equivalent Price/SF	
Time/Market Cor	
Current CE Price	

- Low Quality
- Text Not Searchable
- About 75 kb / page
- SLOW – Print. Then Scan.

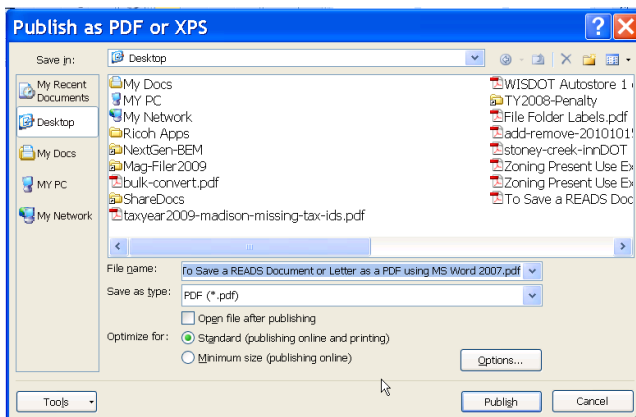
To Save a READS Document or Letter as a PDF using MS Word 2007

READS documents are created as RTF (Rich Text Format) documents by default. RTF documents are relatively easy to modify using MS Word. To discourage editing of electronic documents, save READS documents to PDF (Adobe Portable Document Format) prior to electronic transmission to a party outside the Department (e.g. a property owner).

1. With the document open in MS Word 2007, click the Office button, then Save As, then PDF or XPS



2. Specify the Save in folder and the file name (It's OK to leave the Optimize for and Options Settings as is)

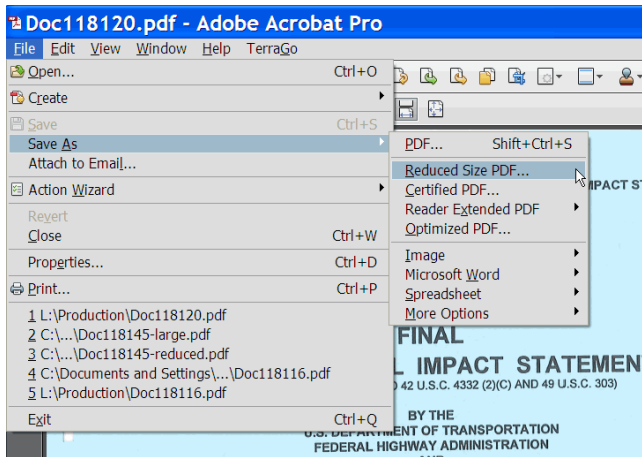


3. Click Publish

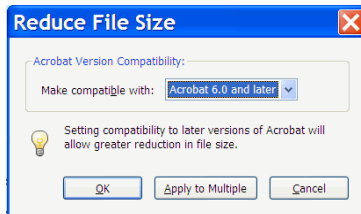
Attach the PDF to the appropriate READS log and email to the desired party.

If You Must Scan - Reduce the File Size of the Scanned PDF in Acrobat

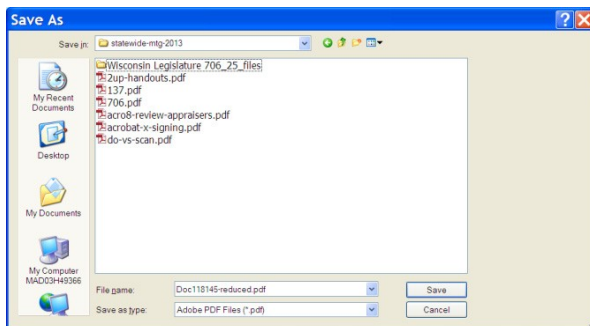
1. After scanning, open the PDF in Acrobat.
2. Click File > Save As > Reduced Size PDF





3. In the Reduce File Size dialog leave "Make compatible with" set to Acrobat 6.0... and click OK



4. In the Save As dialog box, select a folder and give the file a name. Click OK.



5. Wait a minute for Acrobat to save a new copy. Acrobat can significantly reduce the file size without reducing the quality.

 Doc118120-original.pdf	92,123 KB
 Doc118120-reduced.pdf	17,857 KB

READS Logs

The READS Log serves as the project file and the official location for project and parcel documents.

Log Types

Project

Parcel

Waiver (No Diary)

DOT Appraisal

Owner Appraisal (No Diary)

Offer / Negotiations

Relocation (each unit number has a Log)

Litigation

Buildings and Structures

Documents get into the READS Logs by these actions

1. Generate a document from the Log
2. Upload an edited document to the Log
3. Make a Diary Entry
4. Enter a Comment
5. Manually attach a document
6. Attach a document via barcode scanning
7. Send an email from the Log
8. Esubmit a document to the Log

Barcode Scanning to the READS Log

Many documents that originate in a READS Log, can be scanned and automatically return to that same READS Log via a barcode. Deeds and other documents that are signed or filled in outside of the READS system, typically have a barcode on the face of the document. The barcode identifies the document and the Log that it originated from. Scan documents using the instructions below, the document will be routed automatically to the Log where it originated.

READS barcode scanning works from these devices only

Madison -Wright St.	MAD31-044	LANIER LD550c
Waukesha	WKE31-213	LANIER LD533C
Waukesha	WKE31-201	LD050
Green Bay	GRE31-024	LANIER LD150
Wis Rapids	WIS31-802	LANIER LD430C
La Crosse	LAX31-011	LANIER LD430C
Eau Claire	EAU31-114	LANIER LD430C
Rhineland	RHI31-003	LANIER LD430C
Superior	SUP31-045	LANIER LD245
Hill Farms	MAD04-060	LANIER LD430C

To scan a bar-coded document to the READS Log

Load barcoded documents in the feeder

1. Press READS Log button
(may say "Other Function")

wait
2. Press READS Log button
on touch screen
3. Press green Start button
4. Press Copy button when done



NOTES:

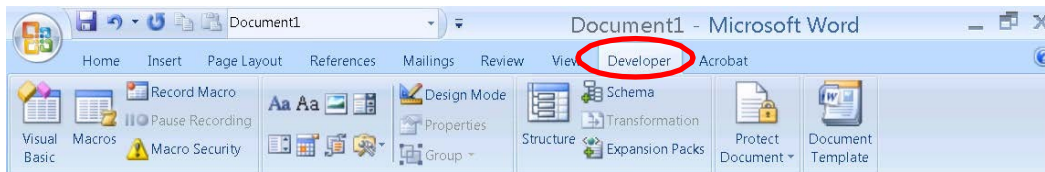
Only the 1st page of a multi-page document needs a barcode. All subsequent pages are included as part of a single document until one of the following 2 things happens. 1) the last page of the scanning job is reached. In this case all scanned pages are included in a single document; or 2) another valid READS barcode is encountered. In this case a completely new document is started at the second barcode. This repeats until the last page of the job is reached.

Multiple documents may be scanned at once as long as each document begins with a READS barcode.

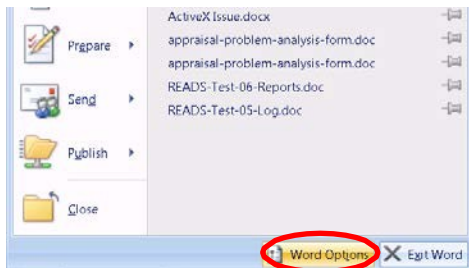
Printing and scanning 1-sided documents is recommended.

Turn Off Word 2007 Document Protection

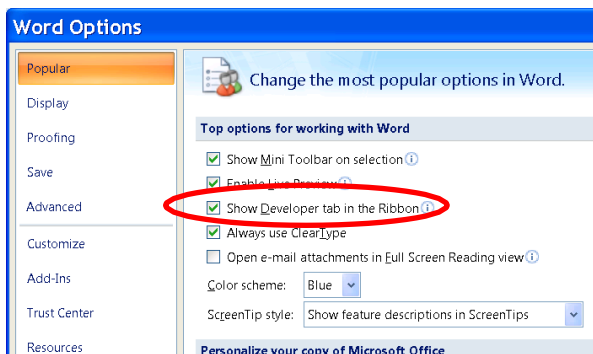
1. If the Developer Tab appears on the ribbon, click the Developer tab



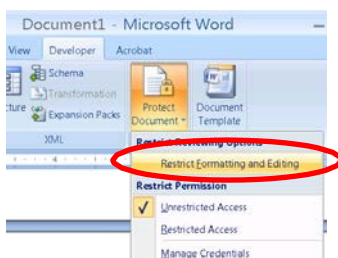
2. If the Developer tab does not appear, click the round Office Button in the upper left corner
3. Click the Word Options button



4. On the Word Options dialog (Popular tab) click Show Developer tab in Ribbon and click OK.



5. Now click the Developer tab
6. Click Protect Document and then click Restrict Formatting and Editing

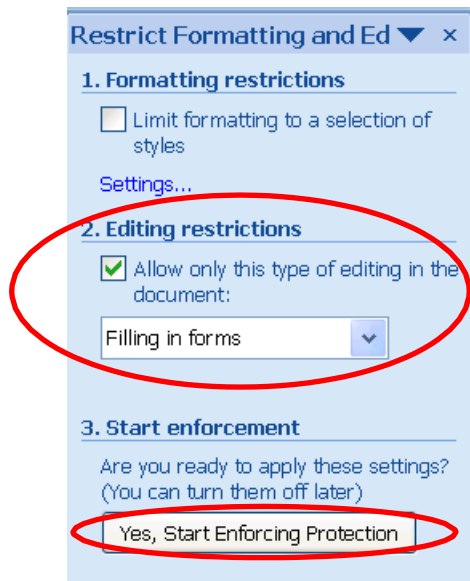


7. Now click the Stop Protection button in the lower right.

Stop Protection

Turn On Word 2007 Document Protection (for filling form fields)

1. Follow steps 1-6 on the previous page to open the Restrict Formatting and Editing controls
2. Check “Allow only this type of editing in the document:” and set the pull down menu to Filling in forms.



3. Click Yes, Start Enforcing Protection
4. Leave the password fields blank and click OK.

READS Documents and Letters

(WisDOT Form Number Shown in Parens if Applicable)

Offer / Negotiations Log - Documents

Acquisition Survey

Administrative Revision (DT1592)

Agreement for Purchase and Sale of Real (DT1895)

Agreement for Purchase and Sale of Real Estate - Long Form (DT1618)

Alternate Offers To Purchase (DT1975)

Award of Damages by County Highway Committee (DT1545)

Award of Damages by State of Wisconsin (DT1584)

Award of Damages by Statute Number (DT1559)

Condominium Notice

Construction Permit Recommendation and Approval (DT1732)

Deed By Corporation (DT1546)

Discharge of Lis Pendens (DT1566)

Disposition of Real Estate Taxes (DT1616) - Pro Rata Taxes tab

Donation - Waiver of Appraisal Recommendation and Approval (DT1896)

File Closing Report

Highway Easement (DT1565)

Jurisdictional Offer (DT1786)

Negotiation Diary (DT2058)

Nominal Payment Parcel - Waiver of Appraisal (DT1897)

Notice of Lis Pendens (DT1547)

Offering Price Report and Submittal (DT1894)

Ownership Information Record

Partial Release of Mortgage - Mortgage Release tab

Permanent Limited Easement (DT1552)

Personal Representative Deed (DT1564)

Property Improvements/Remnant Report (DT1961)

Property Inventory/Disposition Report (DT1949)

Quit Claim Deed by Corporation (DT1548)

Quit Claim Deed State Grantor (DT1563)

Quit Claim Deed State Purchase (DT1562)

Real Estate Transactions Closing Statement (DT1617)

Relocation Survey

Satisfaction of Mortgage - Mortgage Release tab

Statement to Construction Engineer (DT1528)

Temporary Limited Easement (DT1577)

Temporary Right of Entry Easement (DT1561)

Trustee's Deed (DT1529)

Warranty Deed (DT1560)

MS Word versions of Real Estate Forms on WisDOT Extranet

https://trust.dot.state.wi.us/extntgtwy/dtid_real_estate/repn/forms/index.htm

Offer / Negotiations Log - Letters

Administrative Revision Letter
Assessor Letter
Award of Damages Letter
Closing By Mail Letter
Condominium Association Letter
Conveyance/IRS/Closing Statement Letter
Initiation of Negotiations Letter - Appraisal
Initiation of Negotiations Letter - Waiver
Jurisdictional Offer Letter
Owner Reimbursement (Appraisal Services) Letter
Register Of Deeds (Lis Pendens and J.O.) Letter
Register of Deeds (Recording) Letter
Request Taxpayer ID (IRS W-9) Letter
Six Month Deed (Check) Letter
Six Month Deed Letter
Temporary Limited Easement Letter

Project Log

Documents

Nominal Payment Parcel Report (DT1889)
Project Cost Allocation (DT1532)
Real Estate Encumbrance (DT1597)
Relocation Order (DT1708)

Letters

Introduction Hardship Letter
Introduction Wetland Letter
Lease QuitClaim Deed Long Letter
Lease QuitClaim Deed Short Letter
Owner Introduction Letter
Representatives Letter
Senators Letter

Appraisal Log - Documents

Appraisal Objective Review
Appraisal Report
Appraisal Review (DT2128)

Misc

Letter Builder
Mailing Labels
Payment Request
Scanning Cover Sheet

Relocation Log

Documents

Bill of Sale (DT2166)	
Business Comparison Chart (DT1958)	business only
Business Moving Expenses - Worksheet	business only
Business Questionnaire (DT1970)	business only
Certificate of Legal Residency Form	
Determination of Supplemental Replacement of Business or Farm Payment (DT1609)	business only
Farm Comparison Chart (DT1972)	business only
Farm Questionnaire (DT1971)	business only
Individual Relocation Case Report	
Inspection and Certification of Decent, Safe, Sanitary Replacement Housing (DT1950)	residential only
Replacement Housing Payment Computation - Owner (DT1943)	residential only
Relocation Assistance Diary (DT1957)	
Relocation Claim (DT1527) - Claim tab	
Relocation Package Receipt	
Relocation Payment Estimate - Business & Farm (DT1973)	business only
Relocation Payments Summary - Business / Farm / Non-Profit (DT1679B)	business only
Relocation Payments Summary - Residential (DT1679R)	residential only
Replacement Housing Payment Computation - Tenant (DT1948)	residential only
Residential Comparison Chart (DT1947)	residential only
Residential Questionnaire - Inventory of Individual Needs (DT1968)	residential only
Residential Survey Questionnaire (DT1969)	residential only
Restablishment Expenses - Worksheet	business only
Searching Expenses Record (DT1960)	business only
Self Move Agreement (DT2266)	business only
Vacancy Notice (DT1783)	

Letters

30 Day Notice to Vacate Letter	
48 Hour Notice Letter	
90 Day Occupancy (90 Day Notice of Occupancy) Letter	
Disconnection of Utility Services Letter	
DSS Replacement Inspection Letter	residential only
Financial Commitment - Owner Letter	
Initiation of Negotiations - Business Owner Letter	business only
Initiation of Negotiations - Business Tenant Letter	business only
Initiation of Negotiations - Residential Owner Letter	residential only
Initiation of Negotiations - Residential Tenant Letter	residential only
Moving Cost Estimate Letter	
Notice of Intent To Acquire Letter	
Occupancy and Summary Letter	
Rent Loss Letter & Agreement Letter	

Exercise 5 – READS Log (10 minutes)

Use the project ID and parcel numbers provided by the instructor














1. Enter Training READS using your Training Logon and Password
2. Navigate to Parcel 4 of your project (Click Project > Project Details, Find your project and click the icon in the Edit column next to your project, click the icon in the Open Parcel column next to parcel 4)
3. Click the Relocation button under the Parcel Central menu

RELOCATION

Relocation records are created from Participant screen by selecting Relocation as Yes for Participant Types Owner, Tenant, Sign Owner and Vendee.

Unit Number	Relocatee	Relocation Agent	Relo Category	Actual Vacate Date	Edit
100A	Desmond D Hume		Residential		
101A	Daniel Faraday		Residential		

4. Click the icon in the edit column next to the first relocatee
5. Click the Documents tab
6. Scroll down to the Residential Questionnaire – Inventory of Individual Needs (DT1968) document and click the icon in the Generate column.

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
Show: <input type="radio"/> All <input type="radio"/> Letters <input checked="" type="radio"/> Documents								
Document					Generate	Date Last Generated	Open Last Created	Upload
Relocation Payments Summary - Residential (DT1679R)								
Replacement Housing Payment Computation - Owner (DT1943)								
Residential Comparison Chart (DT1947)								
Residential Questionnaire - Inventory of Individual Needs (DT1968)						11/14/2010		
Residential Survey Questionnaire (DT1969)								
Vacancy Notice (DT1783)								

7. READS will generate the document, save a copy in the Log and send the document to MS Word to open.
8. Word will prompt you to Open, Save or Cancel. Click Open
9. Inspect the document to verify that it is correct.
10. Print the document on your local printer and retrieve the hardcopy.

- Now click the Diary tab and then click the Add Diary Item button

- Make a diary entry and click Save
- Now click the Parcel Log button under the Parcel Central Menu
- Notice that the Appraisal Log entries and the Relocation Diary entry appear in the Parcel Log.
- Use the Category filter to see just the Relocation Log entries.

Attach	Date	Category	Subject
	11/14/2010	Relocation Diary	Spoke with Mr. Hume on the phone today

- Set the Category filter back to show all Parcel Log entries by selecting the blank at the top of the list.

Attach	Date	Category	Subject
	11/14/2010	Relocation Diary	Spoke with Mr. Hume on the phone today

Attaching Documents to a READS Log

It is easy to attach documents to a READS log. MS Office documents, images or scanned documents may be added to any Log using the Attachment Document button.

Note: Scanning should be the last resort when there is no easy way to get an electronic original copy.

Use the following to filter the Log:

Date = [v] [v] Category [v] Type [v] Sub-Type [v]

[Add Comment](#)
[Attach Document](#)
[Send EMail](#)
[Generate Coversheet](#)

When the Attach Document button is clicked, the Document Info screen appears. Select (or enter a new) Document Type, enter a Subject, Browse to the document on your file system and click Save.

DOCUMENT INFO [Save](#) [Cancel](#)

Document [v] [Browse...](#)

Preparation Date 11/14/2010 [v] Document Type [v] [+](#)

Subject [v]

Description [v]

Prepared By [v] Updated On [v]

Sub-Type [v] Updated By [v]

Barcode Scanning to the READS Log

Many documents that originate in READS, can be scanned and automatically return to the same READS Log via a barcode. Deeds and other documents that are signed or filled in outside of the system, typically have a barcode on the face of the document. The barcode identifies the document and the Log that it originated from.

READS barcode scanning works from these WisDOT devices only

Madison -Wright St.	MAD31-044	LANIER LD550c
Waukesha	WKE31-213	LANIER LD533C
Waukesha	WKE31-201	LD050
Green Bay	GRE31-024	LANIER LD150
Wis Rapids	WIS31-802	LANIER LD430C
La Crosse	LAX31-011	LANIER LD430C
Eau Claire	EAU31-114	LANIER LD430C
Rhineland	RHI31-003	LANIER LD430C
Superior	SUP31-045	LANIER LD245
Hill Farms	MAD04-060	LANIER LD430C

Scan barcoded documents to the READS Logs

1. Get out the parcel 2 Warranty Deed you printed in exercise 4 and the parcel 4 Residential Questionnaire that you generated in this exercise.
2. Write your name on each document so you will recognize them as different from the originals created by the READS system.
3. Put one document on top of the other to create a packet for scanning. It does not matter which one is on top.
4. Go to the appropriate device at your READS training location (it appears on the previous page) and follow the instructions below

Load barcoded documents in the feeder

1. Press READS Log button (may say "Other Function")
wait
2. Press READS Log button on touch screen
3. Press green Start button
4. Press Copy button when done



Return to the READS system and find the scanned documents

1. Browse to the Parcel Log for parcel 2 and look for the Warranty Deed. Open the document and verify that it is the document just scanned.
2. Browse to the Parcel Log for parcel 4 and look for the Residential Questionnaire. Open the document and verify that it is the document just scanned.

NOTES about READS barcode scanning

A coversheet may be generated for scanning any document that does not have a READS barcode on the first page. This functions similarly to a fax coversheet. From the READS Log, click the Generate Coversheet.

Only the 1st page of a multi-page document needs a barcode. All subsequent pages are included as part of a single document until one of the following 2 things happens. 1) the last page of the scanning job is reached. In this case all scanned pages are included in a single document; or 2) another valid READS barcode is encountered. In this case a completely new document is started at the second barcode. This repeats until the last page of the job is reached.

Multiple documents may be scanned at once as long as each document begins with a READS barcode.

Be mindful of printing/scanning 1-sided documents vs. 2-sided documents.

Ex5-4

Creating a Payment Request

Before you create a payment request, check the “Payment Request Checklist” to make sure you haven’t skipped any approval steps in READS and to make sure all relevant supporting documents have been scanned into the Parcel Log (or Relocation Log or Project Log, as appropriate) in READS. The “Payment Request Checklist” can be accessed from the RE Forms and Docs list on the Real Estate home page.

1. Go to your parcel in READS. Click Payment Request.
2. Click “Create Payment Request” (upper right area of your screen). READS automatically fills in today’s date, the order number and your name.
3. Choose the payment type from the drop-down menu. READS fills in the class code and the invoice number. For Relocation and Additional Parcel Cost payment types a “List of Pending Costs” appears on the right side of the screen.
4. If your payment request is a rush payment, click the “Rush Payment” box.
5. Choose the payee(s) from the drop-down menus in the “Payable To” field. If you need to add the name of a payee who is not a participant, click the “add new” symbol located next to the payee drop-down menu, then type the payee name into that field.
6. Type the dollar amount into the “Check Amount” field. For Relocation and Additional Parcel Costs payment types, choose the appropriate amount from the “List of Pending Costs.” (The pending costs should have been entered prior to creating the payment request.)
7. In the “Check Handling” field choose an option from the drop-down. This tells central office where to send the check. If you choose “other,” another list with more options will appear.
8. If the check is to be mailed to a region office or consultant, nothing needs to be entered in the “Please Specify Mailing Address Below” field. All other addresses must be specified in this field.
9. Use the “Comments” box to explain things such as: (a) why taxes aren’t prorated if your acquisition payment is >\$10,000; (b) why a mortgagee or lien holder isn’t named on the check if your acquisition payment is >\$10,000; (c) any other unusual circumstance(s) affecting payment.
10. Click “Save” near the top of the screen.
11. Click “Generate Payment Request.” Open the document and you can view it in Word to check it over for any mistakes. If you need to change something, close the document, click “Edit” in the payment request screen, make your changes, then **save and generate again**.
12. At this point you’re ready to **either** submit your payment request to central office **or** forward your payment request to the appropriate approver by following the e-authorization process.
13. Once you’ve received notification that the approver has e-authorized your payment request, you can then submit the payment request to central office.

Tips to Speedup Payment Request Turnaround Time

1. If the plat page for your parcel is not accessible from READS, scan that page(s) into the Parcel Log.
2. On the Participants screen, be sure mortgagee and lien holder information is current.
3. Check the conveyance: Is the Grantor name(s) correct? Are other persons having an interest in the property correctly listed? Has the conveyance been signed and notarized?
4. Check the Appraisal and Offer/Negotiations screens. Be sure all appraisals and offers have been approved.
5. Check the Relocation Claims screens (if applicable). Be sure all claims have been approved appropriately.
6. Check the Parcel Log. Be sure all supporting documentation is in the Log. This includes conveyances, purchase agreements, nominal-waiver forms, partial releases of mortgage, admin revisions, disposition of R/E taxes, closing statements and invoices for owner appraisal fees and incidental payments.
7. Check the Relocation Log (if applicable). Be sure all supporting documentation has been scanned into the Log. This includes the relocation claim form signed by the property owner, any pertinent receipts, approved RHP calculations, DSS inspections, business moving estimates, rent loss letters/agreements, and any other documentation affecting payment.
8. Delete unnecessary duplicate copies of documents in your Parcel Logs, Relocation Logs, and Project Logs.

Checking the Status of a Payment Request

1. Go to your parcel in READS. Click Payment Request.
2. Find the payment request and the box in the Status column.
3. If the box says “**submitted**,” your payment request has been submitted to central office and will be processed as soon as possible.
4. If the box says “**audit**,” that means central office has opened your payment request and is processing it. It remains in “audit” status until the check is cut and mailed. It will also remain in “audit” status if central office has requested, and is waiting for, additional documentation or information in order to continue processing your payment request.
5. If that box below the Status column is blank, that means your payment request has not yet been submitted to central office. If you’re thinking it should have been submitted, retrace your steps: Is it still waiting to be authorized? If it’s already been e-authorized, did you forget to submit it?

Exercise 6 – Payment Request & E-Authorization

Use the project ID and parcel numbers provided by the instructor

1. Enter Training READS using your Training Logon and Password
2. Navigate to Parcel 4 of your project in Parcel Central (Click Project > Project Details, Find your project and click the icon in the Edit column next to your project, click the Open Parcel icon for parcel 4)
3. Click the Payment Request button. It is at the very bottom of the Parcel Central Menu, you will have to scroll down to see it.
4. Click the Create Payment Request button

PAYMENT REQUEST INFORMATION

Payee Class Code Payment Type Refresh

Date	Payment Type	Class Code	Payee	Status	Check Handling	Chk Cut	Check #	Amount
								0.00

5. Select the Payment Type Acquisition. Account Code fills in.

Payment Request Information Save Cancel

Date Created: 12/6/2019 Invoice ID:

Payment Type: Acquisition Date Submitted to CO:

Account Code: 8700161 Submitted By: Andrejs Temerbekov

Rush Payment: ☐ Status:

Payee 1: Desmond D Hume (Owner) Check/Ach#:

Payee 2: Check Cut Date:

Check Amount (\$): 15,000.00

Chk Stub Message: ACQUISITION

Check Handling: Payee

Mailing Address: 944 Canderperren Way

City/State/Zip: Green Bay WI 54304

Comments: taxes will not be prorated

STAR / PeopleSoft
Prime Org / Dept. ID:
Category / Act. Desc.: LABOR-DLVY-OTHR
Fund: 21100
Apprtn: 96100

6. Set Payable To the owner
7. Enter the Check Amount
8. Select a Check Handling option and Mailing address
9. In the Comments section,
 - If there are Participants not named on the check, explain why.
 - If taxes will not be prorated, make a note.
 - If an award, note date of JO expiration.
10. Click Save

We have entered the payment information into the system. Now we will create the payment request document.

1. Click Generate Payment Request

Payment Request Information

[Back](#)
[Edit](#)

Date Created

12/06/2019

Payment Type

Acquisition

Account Code

8700161

Rush Payment

☐

Payee 1

Desmond D Hume (Owner)

Payee 2

Check Amount (\$)

15,000.00

Chk Stub Message

ACQUISITION

Check Handling

Payee

Mailing Address

944 Canderperren Way

City/State/Zip

Green Bay

WI

54304

Comments

taxes will not be prorated

Invoice ID

REAGRE4A1_0000031

Date Submitted to CO

Submitted By

Andrejs Temerbekov

Status

Check/ACH#

Check Cut Date

STAR / PeopleSoft

Prime Org / Dept. ID

Category / Act. Desc.

LABOR-DLVY-OTHR

Fund

21100

Apprtn.

96100

Generate Payment Request

View Payment Request

Submit Payment Request to CO

2. READS generates the document, saves a copy in the Log and sends the document to MS Word.
3. Word will prompt you to Open, Save or Cancel. Click Open
4. Examine the Payment Request. Notice the checklist for this specific parcel type on page 2
5. Close the Payment Request Document.

E-Authorization

Sometimes payment requests must be signed by a Supervisor prior to submittal. This part of the exercise will walk you through the process of doing that electronically in READS. If supervisor approval is needed on a payment Request, you must do this prior to submitting the Payment Request to Central Office for processing.

There are several documents that can be e-authorized in READS. To e-authorize a document, go to the log where the document exists. In this case, the parcel log for parcel 4. Documents that may be e-authorized will have a blue right-arrow symbol next to them in the e-Auth column.

Request E-Authorization

1. Click the e-Auth icon next to the Payment Request

The screenshot shows the READS system interface. At the top, there are tabs for Project, Parcel, Reports, My Parcels, My Ticklers, Property Mgmt, Setup, E-Submit, Acq Comps, E-Help, and E-M. Below these are search filters for Region (North East), Project ID (0000-03-21), Project Name (New READS Training Project), Office/LPA (Green Bay), and Parcel No (4). A 'PARCEL CENTRAL MENU' is on the left with options like Parcel Information, Acquisition Team, Participants, and Interests. A table of documents is displayed with columns: Attach to Email, Date, Category, Type, Subject, Sub Type, Open, Upload, Edit, Delete, Modified Date, and e-Auth. The 'e-Auth' column has a blue right-arrow icon circled in red next to the document 'Real Estate Payment Request (DT1630)'.

2. Set Forward To the Approver (in training set to Drew Kottke)
3. Enter an Email Subject and an Email Msg
4. Click Save

The screenshot shows the 'Submitting Document for Electronic Signature/Authorization' form. The 'Forwarded By' field is set to 'Drew Kottke'. The 'Date Forwarded' field is set to '1/14/2011'. The 'Level' field is set to '0'. The 'Forward To' field is set to 'Drew Kottke'. The 'Email Subject' field is set to 'Please Approve Pay Req'. The 'Email Msg' field contains the text 'This is a Pay Req for Desmond Hume property acquisition'. The 'Save' button is circled in red. To the right, there is a list of staff members with checkboxes, including 'Adrienne L Tiedt', 'Alan Rommel', 'Alane Stephens', 'Alice Meurer', 'Allen Holmstrom', 'Amy S Kotek', 'Andy M Devos', 'Anita LaCoursiere', 'Ann P Giese', 'Anna Davey', 'Ashley A Reikowski', 'Bobbie Keck', 'Brett P Vreeke', and 'Bruce Enke'.

The E-authorizer receives an email message and a Tickler in READS

The screenshot shows an email message in a Microsoft Outlook-style interface. The email is from 'Drew.Kottke@dot.wi.gov' to 'Kottke, Drew - DOT' with the subject 'BEM WisDOT Please Approve Pay Req'. The body text reads: 'This is a Pay Req for Desmond Hume property acquisition. Please go to READS, the my ticklers page, to electronically sign/authorize.'

Perform E-Authorization

Note: This will not be possible for you to perform at the training site. The instructor will demonstrate the process.

1. Click My Ticklers to see notifications and documents waiting for your e-Authorization.

Date	Message	Status	Close Out	Open Link
01/11/2011	This is a Pay Req for Desmond Hume property acquisition	Open	X	
30/11/2010	Did this get sent?	Open	X	
12/02/2010	please hurry	Closed	X	
11/30/2010		Open	X	
11/30/2010		Open	X	
11/30/2010	approve and let me know	Closed	X	
11/30/2010	please approve this payment request	Closed	X	

2. Click the Open Link icon next to the document to e-authorize.
3. READS opens the approval screen and the document itself. Click Open
4. Examine the document. When done, close the document.
5. On the approval screen, select Approved (or Rejected).
6. Enter an Email Msg for the originator. (To quit without approving or rejecting, close the dialog by click the red X in the upper right corner.)

https://acceptance.dot.state.wi.us/reads/aform.aspx?form_id=BEMS...

Electronic Signature/Authorization

Authorizing Person: Drew Kottke Auth. Level: 0 Sent By: Drew Kottke Date Rec'd: 01/11/2011

Approve/Reject: **Approved** Send To Originator: Drew Kottke

Email Subject: please approve

Email Msg: approved pay req for Desmond Hume property

CCs (only staff with an email address on file are shown)

- Adrienne L Tiedt
- Alan Rommel
- Alane Stephens
- Alice Meurer
- Allen Holmstrom

7. Click Save
8. READS will ask you to confirm that the document is closed and that you want to proceed. Click Yes.

VBScript: Confirm

Please close the document to be e-authorized before electronically authorizing the document. Are you sure you want to proceed with authorization?

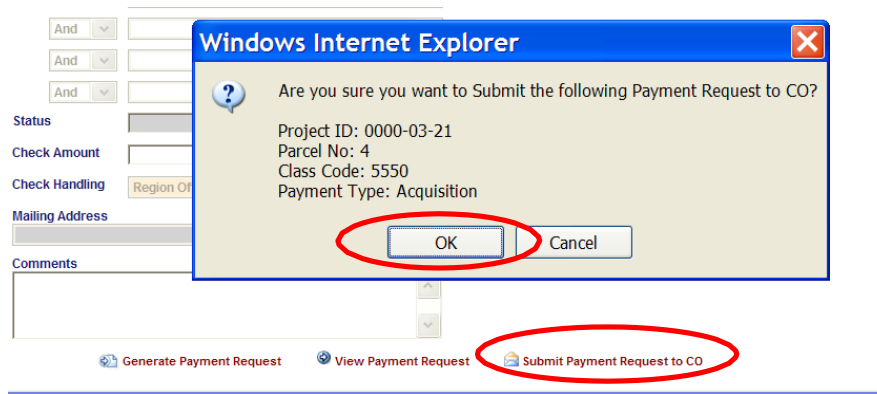
Yes No

READS will apply your signature to the document and overwrites the unsigned copy in the log. READS sends an email notification back to the originator.

9. READS opens the document for you to view again. Click Open.
10. Verify that your signature was applied correctly and close the payment request document.

Submit a Payment Request for Processing

Back on the Payment Request screen, click Submit Payment Request to CO and click OK at the pop up.



Payment Request Status

Check the status of a Payment Request by going to the Payment Request screen and looking at the Status column.

Project

Parcel

Reports

My Parcels

My Ticklers

Property Mgmt

Setup

E-Submit

Acq Comps

E-Help

E-Manual

Region

North East

Project ID

0000-03-21

Project Name

☐ Show Closed Projects

New Parcel

Prev. Parcel

Office/LPA

Green Bay

Parcel No

4

New READS Training Project

Search Parcel

Next Parcel

PARCEL CENTRAL MENU

Participants

Interests

Waiver of Appraisal

Appraisal

DOT Appraisals

PAYMENT REQUEST INFORMATION

Create Payment Request

Payee

Class Code

Payment Type

Refresh

Date	Payment Type	Class Code	Payee	Status	Check Handling	Chk Cut	Check #	Amount		
11/22/2010	Acquisition	5550	Desmond D Hume	Audit	Property Owner			15,000.00		
01/10/2011	Acquisition	5550	Daniel Faraday And Daniel B Safransky	Submitted	Region Office			1.00		

Usually the Payment Request Status will be Submitted, Audit or Check Issued.

Once the Finance Unit begins the Audit process, the status is changed to Audit and the Payment Request may not be modified or deleted except by the Finance Unit. Once a Check is issued the status changes to Check Issued.

WisDOT Real Estate Delegation Table

Updated 06/01/11

Note: Delegation authorization is not extended to consultants or consultant project managers.

	Activity	Lowest Delegation Level (except where noted)		
		Region RE Specialist	RE Supv	Hill Farms
Appraisal	Appraisal review/offering prices & new offering prices due to change in acquisition size/effect on remainder			
	• Nominal Payment Parcel Report (waiver of appraisals of ≤ \$10,000 with no land severance or damages to improvements)	Designated Reviewer	X	
	• Short Format and Abbreviated Standard Appraisals ≤ \$10,000 with no damages to improvements and land severance ≤ \$5000	Designated Reviewer only		
	• Complex appraisals and offering prices that do not meet above criteria			BTS Review Appraiser
	Alternate Offers			
	• Where offering price + alternate offer does not exceed \$10,000	Designated Reviewer only		
	• Where offering price + alternate offer exceeds \$10,000			BTS Review Appraiser
	Project Data Book (exception: region reviewer can approve where all appraisals were delegated to region reviewer)			BTS Review Appraiser
	Approval of owner appraisal payments (for reasonableness of fee and within time requirements)		X	
	Review of non-complex, surplus land appraisals ≤ \$10,000 (except on land sales with federal funding)	Designated Reviewer only		
	Review of complex surplus land appraisals and those over \$10,000			BTS Review Appraiser
Acquisition	Relocation Orders (original and revised)		X	
	Early acquisition approvals (no federal \$\$'s allowed in acquisitions defined under process in REPM 3.2.2)		X	
	Advanced hardship and protective purchase requests			BTS Acquisition Facilitator
	Issuance of Jurisdictional Offer prior to 60 days			BTS Acquisition Facilitator
	Jurisdictional Offers and Award of Damages		X	
	Administrative Revisions with additional monies of \$250,000 or less		X	
	Administrative Revisions with additional monies over \$250,000		X	BTS Real Estate Manager concurrence
	Additional parcel payments		X	
	Purchase Agreement		X	
Litigation	Legal settlements (state and local projects with federal or state \$\$ in R/W)		X	

		Region RE Specialist	RE Supv	Hill Farms
Relocation	Acquisition Stage Relocation Plans			BTS Relocation Facilitator
	All farm, business relocations and mixed use computations and claims			BTS Relocation Facilitator
	Residential relocation computations (including consultant projects and LPA)		X	
	Residential relocation claims (=/ approved computation)	Regional Relocation Specialist **		
	Residential relocation claims (> approved computation)		X	
	Fencing claims		X	
	Realignment of personal property – same site (moving expense findings not to exceed \$2500)		X	
	Realignment of personal property – off site			BTS Relocation Facilitator
	Outdoor advertising sign relocations			BTS Relocation Facilitator
Prop Mgmt	QCD execution of surplus land sales < \$3000		X	
	Sale of property valued at < \$3000 (not including mutual benefit sales with values exceeding \$3000)		X	
	Sale of property valued \$3000 to \$14,999 (not including mutual benefit sales with values of less than \$15,000)			DOT Secretary
	Sale of property value ≥ \$15,000			Governor
	Signing of leases		X	
LPA	Consultant services contracts (for projects with federal or state \$\$ in R/W)	LPA Coordinator		
	Acquisition Capabilities Statements			
	• Projects with federal or state \$\$ in R/W			BTS Acquisition Facilitator
	• Project without federal or state \$\$ in R/W	LPA Coordinator		
	Nominal Payment Parcel Report (waiver of appraisals of ≤ \$10,000 with no land severance or damages to improvements)	Designated Reviewer	X	
	Review of appraisals on projects with federal or state dollars in R/W			
	• Short Format and Abbreviated Standard Appraisals ≤ \$10,000 with no damages to improvements and land severance ≤ \$5000	Designated Reviewer		
	• Complex appraisals and offering prices that do not meet above criteria			BTS Review Appraiser
	Administrative Revisions (projects with federal or state \$\$ in R/W -- DOT approval needed to assure federal/state participation)		X	

** Delegation to regional Relocation Specialist at discretion of Real Estate Supervisor

Relocation

Relocation Log

Documents

Business Comparison Chart (DT1958)	business only
Business Moving Expenses - Worksheet	business only
Business Questionnaire (DT1970)	business only
Certificate of Legal Residency Form	
Determination of Supplemental Replacement of Business or Farm Payment (DT1609)	business only
Farm Comparison Chart (DT1972)	business only
Farm Questionnaire (DT1971)	business only
Individual Relocation Case Report	
Inspection and Certification of Decent, Safe, Sanitary Replacement Housing (DT1950)	residential only
Replacement Housing Payment Computation - Owner (DT1943)	residential only
Relocation Assistance Diary (DT1957)	
Relocation Claim (DT1527) - Claim tab	
Relocation Package Receipt	
Relocation Payment Estimate - Business & Farm (DT1973)	business only
Relocation Payment Estimate - Business & Farm (DT1679B)	business only
Relocation Payments Summary - Residential (DT1679R)	residential only
Replacement Housing Payment Computation - Tenant (DT1948)	residential only
Residential Comparison Chart (DT1947)	residential only
Residential Questionnaire - Inventory of Individual Needs (DT1968)	residential only
Residential Survey Questionnaire (DT1969)	residential only
Reestablishment Expenses - Worksheet	business only
Searching Expenses Record (DT1960)	business only
Self Move Agreement (DT2266)	business only
Vacancy Notice (DT1783)	

Letters

48 Hour Notice Letter	
90 Day Occupancy (90 Day Notice of Occupancy) Letter	
Disconnection of Utility Services Letter	
DSS Replacement Inspection Letter	residential only
Financial Commitment - Owner Letter	
Initiation of Negotiations - Business Owner Letter	business only
Initiation of Negotiations - Business Tenant Letter	business only
Initiation of Negotiations - Residential Owner Letter	residential only
Initiation of Negotiations - Residential Tenant Letter	residential only
Moving Cost Estimate Letter	
Notice of Intent To Acquire Letter	
Occupancy and Summary Letter Rent	
Loss Letter & Agreement Letter	

MS Word versions of Real Estate Forms on WisDOT Extranet

https://trust.dot.state.wi.us/extntgtwy/dtid_real_estate/repn/forms/index.htm

Adding Relocates

Example 1: One Parcel with Residential and Business Owner - Participants Screen Setup

PARTICIPANTS

Add New
 Copy Existing

Participant Name	Participant Type	Contact	Relocation	1099 Amount	Edit	Delete
Raylen B Givens and Winona A Givens	Owner		Yes	1,250,000.00		
Raylen and Winona Givens d/b/a Northern Ginseng Farms	Owner		Yes			

Participant

☒ Individual ☐ Legal Entity

Full Name: Raylen B Givens Relocation: Yes

Spouse Name: Winona A Givens Relo. Unit #: 1

Participant Type: Owner Relo Category: Residential

☐ PO Box ☐ Copy Property Address ☐ Address International ☐ Copy Mailing Address

Mailing Address: 1721 Island Court Property Address: 1721 Island Court

City/State/Zip: Green Bay WI 54303 Green Bay WI 54303

Business Phone: Ext: Fax:

Cell Phone:

Home Phone:

E-Mail:

1099 Amount: 1,250,000.00

SSN/FEIN: Refused ☐

Participant

☐ Individual ☒ Legal Entity ☐ Corporation

Business Name: Raylen and Winona Givens d/b/a Northern Ginseng Farms Relocation: Yes

Participant Type: Owner Relo. Unit #: 2

Relo Category: Business

☐ PO Box ☐ Copy Property Address ☐ Address International ☐ Copy Mailing Address

Mailing Address: Property Address: 1721 Island Court

City/State/Zip: WI 54303 Green Bay WI 54303

Business Phone: (920) 555-1212 Ext: Fax:

Example 1: One Parcel with Residential and Business Owner - Relocation Screen Setup

RELOCATION

Relocation records are created from Participant screen by selecting Relocation as Yes for Participant Types Owner, Tenant, Sign Owner and Vendee.

Unit Number	Relocatee	Relocation Agent	Relo Category	Actual Vacate Date	Edit
1	Raylen B Givens and Winona A Givens	Dawn Van Oudenhoven (WisDOT)	Residential	01/01/2012	
2	Raylen and Winona Givens d/b/a Northern Ginseng Farms	Dawn Van Oudenhoven (WisDOT)	Business	01/01/2012	

Relocation [Back](#) [Edit](#) [Notify CO Re Case Rpt](#) [Lease](#)

Relocatee: Raylen B Givens and Winona A Givens

Relocation Agent: Dawn Van Oudenhoven

Relo Category: Residential

Unit Number: 1

Unit Type: Single Family

Property Acq.: 09/16/2011

Owner/Tenant: Owner

Eligibility Determination

Nego. Started on Parcel: 07/26/2011

Relo Pkg Delivered: 08/03/2011

Initial Occupancy Date: 01/01/1990

Occupancy Period: 21 years

Intent to Acquire Sent: ☐

DOA Brochure Sent: 08/03/2011

90 Day Notice to Vacate: 08/03/2011

30 Day Notice to Vacate: 09/16/2011

Move Inspection Date: 01/02/2012

Actual Vacate Date: 01/01/2012

Residency Cert Signed: ☐

Case Report Prepared: ☐

Subject Prop | Comparables | Replacement | Computations | Pymt Summary | **Claims** | Documents | Diary | Log

[View All Claim Types](#)

[Add New](#)

Claim Seq #	Claimant	Recvd from Claimant	Approved By	Approved On	Approved Amount	Generate Relocation Claim	
1	Raylen B Givens and Winona A Givens	12/19/2011	Norman H Pawelczyk	12/20/2011	4,950.00		
2	Raylen B Givens and Winona A Givens	01/12/2012	Norman H Pawelczyk	01/24/2012	21,850.00		

Relocation [Back](#) [Edit](#) [Notify CO Re Case Rpt](#) [Lease](#)

Relocatee: Raylen and Winona Givens d/b/a Northern Ginseng Farms

Relocation Agent: Dawn Van Oudenhoven

Relo Category: Business

Unit Number: 2

Unit Type:

Property Acq.: 09/16/2011

Owner/Tenant: Owner

Eligibility Determination

Nego. Started on Parcel: 07/26/2011

Relo Pkg Delivered: 08/03/2011

Initial Occupancy Date: 01/01/1990

Occupancy Period: 21 years

Intent to Acquire Sent: ☐

DOA Brochure Sent: 08/03/2011

90 Day Notice to Vacate: 08/03/2011

30 Day Notice to Vacate: 09/16/2011

Move Inspection Date: 01/02/2012

Actual Vacate Date: 01/01/2012

Residency Cert Signed: ☐

Case Report Prepared: ☐

Subject Prop | Comparables | Replacement | Computations | Pymt Summary | **Claims** | Documents | Diary | Log

[View All Claim Types](#)

[Add New](#)

Claim Seq #	Claimant	Recvd from Claimant	Approved By	Approved On	Approved Amount	Generate Relocation Claim	
2	Raylen and Winona Givens d/b/a Northern Ginseng Farms	12/19/2011	Ward Anderson	12/29/2011	8,686.00		

Example 2: One Parcel with a Business Owner and Two Tenants - Participants Screen Setup

PARTICIPANTS							Add New	Copy Existing
Participant Name	Participant Type	Contact	Relocation	1099 Amount	Edit	Delete		
Crowder Brothers LLP	Owner		Yes	756,920.00				
Trucks R Us	Tenant		Yes					
Bennett LP	Tenant		Yes					

Participant

Back
 Edit

☐ Individual
 ☒ Legal Entity
 ☐ Corporation

Business Name: Crowder Brothers LLP
 Relocation: Yes
 Relo. Unit #: 3
 Relo Category: Business
 Participant Type: Owner

☒ PO Box
 ☐ Copy Property Address
 Property Address:
 Mailing Address: PO Box 2188
 2050 Shawano Ave

Participant

Back
 Edit

☐ Individual
 ☒ Legal Entity
 ☐ Corporation

Business Name: Trucks R Us
 Relocation: Yes
 Relo. Unit #: 1
 Relo Category: Business
 Participant Type: Tenant

☐ PO Box
 ☐ Copy Property Address
 ☐ Address International
 Property Address:
 Mailing Address: 2050 Shawano Ave
 2050 Shawano Ave

Participant

Back
 Edit

☐ Individual
 ☒ Legal Entity
 ☐ Corporation

Business Name: Bennett LP
 Relocation: Yes
 Relo. Unit #: 2
 Relo Category: Business
 Participant Type: Tenant

☐ PO Box
 ☐ Copy Property Address
 ☐ Address International
 Property Address:
 Mailing Address: 2050 Shawano Ave
 2050 Shawano Ave

Example 2: One Parcel with a Business Owner and Two Tenants - Relocation Screen Setup

RELOCATION

Relocation records are created from Participant screen by selecting Relocation as Yes for Participant Types Owner, Tenant, Sign Owner and Vendee.

Unit Number	Relocatee	Relocation Agent	Relo Category	Actual Vacate Date	Edit
1	Trucks R Us	Kathy Rudolph (Timbers-Selissen Land Specialists, Inc.)	Business		
2	Bennett LP	Kathy Rudolph (Timbers-Selissen Land Specialists, Inc.)	Business		
3	Crowder Brothers LLP	Kathy Rudolph (Timbers-Selissen Land Specialists, Inc.)	Business		

Relocation		Relocation		Relocation	
Relocatee	Trucks R Us	Relocatee	Bennett LP	Relocatee	Crowder Brothers LLP
Relocation Agent	Kathy Rudolph	Relocation Agent	Kathy Rudolph	Relocation Agent	Kathy Rudolph
Relo Category	Business	Relo Category	Business	Relo Category	Business
Unit Number	1	Unit Number	2	Unit Number	3
Unit Type		Unit Type		Unit Type	
Property Acq.	12/16/2009	Property Acq.	12/16/2009	Property Acq.	12/16/2009
Owner/Tenant	Tenant	Owner/Tenant	Tenant	Owner/Tenant	Owner

Example 3: One Owner (No relocation benefits) with Business Tenant, Sign Tenant and contacts
Participants Screen Setup

PARTICIPANTS Add New			
Participant Name	Participant Type	Contact	Relocation
Art's Building Products, Inc. (a Delaware Corp)	Owner	Mike Smith	No
Duffy Distributing	Tenant	Robert Engen	Yes
Next Media Outdoor	Tenant		Yes
Mike Smith	Contact		No
Robert Engen	Contact		No

Participant Back Edit

☐ Individual
 ☒ Legal Entity
 ☒ Corporation

Business Name: Art's Building Products, Inc. (a Delaware Corp)
 Relocation: No

Participant Type: Owner

☐ PO Box
 ☐ Copy Property Address
 ☐ Address International

Mailing Address: 555 Maryville Centre Drive
 Property Address: 2059 Shawano Ave

Participant Back Edit

☐ Individual
 ☒ Legal Entity
 ☐ Corporation

Business Name: Duffy Distributing
 Relocation: Yes

Participant Type: Tenant
 Relo. Unit #: 1
 Relo Category: Business

☐ PO Box
 ☐ Copy Property Address
 ☐ Address International

Mailing Address: 2059 Shawano Avenue
 Property Address: 2059 Shawano Ave

Participant Back Edit

☐ Individual
 ☒ Legal Entity
 ☒ Corporation

Business Name: Next Media Outdoor
 Relocation: Yes

Participant Type: Tenant
 Relo. Unit #: 2
 Relo Category: Sign

☐ PO Box
 ☐ Copy Property Address
 ☐ Address International

Mailing Address: 2059 Shawano Ave
 Property Address: 2059 Shawano Ave

Example 3: Contacts Setup

Participant

Back
Edit

☒ Individual
 ☐ Legal Entity

Full Name

Spouse Name

Participant Type

Title/Contact Role

☐ PO Box ☐ Address International

Mailing Address:

Link to Participant

☒ Art's Building Products, Inc. (a Delaware Corp) (Owner)
 ☐ Duffy Distributing (Tenant)
 ☐ Next Media Outdoor (Tenant)

Example 3: One Owner (No relocation benefits) with Business Tenant and Sign Tenant - Relocation Screen Setup

RELOCATION

Back
Edit

Relocation records are created from Participant screen by selecting Relocation as Yes for Participant Types Owner, Tenant, Sign Owner and Vendee.

Unit Number	Relocatee	Relocation Agent	Relo Category	Actual Vacate Date	Edit
1	Duffy Distributing	Kathy Rudolph (Timbers-Selissen Land Specialists, Inc.)	Business		<a>Edit
2	Next Media Outdoor	Kathy Rudolph (Timbers-Selissen Land Specialists, Inc.)	Sign		<a>Edit

Relocation

Back
Edit

Relocatee

Relocation Agent

Relo Category

Unit Number

Unit Type

Property Acq.

Owner/Tenant

Eligibility Determination

Nego. Started on Parcel

Relo Pkg Delivered

Initial Occupancy Date

Occupancy Period

Intent to Acquire Sent

Relocation

Back
Edit
Lease

Relocatee

Relocation Agent

Relo Category

Unit Number

Unit Type

Property Acq.

Eligibility Determination

Nego. Started on Parcel

Sign Pkg Delivered

Sign #

OASIS #

Sign Type

90 Day Notice to Vacate

30 Day Notice to Vacate

Sign Inspection Date

Actual Vacate Date

☐ Off Premises ☒ On Premises

Relocation Assignments

Make sure the correct assignments are made on each parcel where there is relocation.

ACQUISITION TEAM
 New Assignment

Show
☐ Region Roles
☐ Statewide Roles
☒ All

Please click on the underlined role to make an assignment or to view details about the assigned team member

Role	Name
<u>Region Supervisor</u>	
<u>Relocation Specialist</u>	Kathy Rudolph (Timbers-Selissen Land Specialists, Inc.)
<u>Review Appraiser, Region</u>	James L. Spice
<u>Review Appraiser, Statewide</u>	
<u>Sign Coordinator</u>	
<u>Statewide Acquisition Coordinator</u>	
<u>Statewide Acquisition Manager</u>	
<u>Statewide Appraisal Manager</u>	Tanace Matthiesen
<u>Statewide Appraiser I</u>	
<u>Statewide Appraiser II</u>	
<u>Statewide Director/Administrator</u>	
<u>Statewide Financial Specialist I</u>	
<u>Statewide Financial Specialist II</u>	
<u>Statewide LPA Coordinator</u>	
<u>Statewide Litigation Coordinator</u>	
<u>Statewide Project Manager</u>	
<u>Statewide READS System Admin</u>	
<u>Statewide Relocation Coordinator</u>	Kassandra Walbrun
<u>Statewide Sign Coordinator</u>	

Assignments may be made at the project level for many parcels at once.

IMPORTANT: Do not simply assign an appraiser or a relocation specialist to all parcels on a project. You must specifically designate only the parcels where an appraisal or relocation is required.

Plat Summary
Cost Allocation
Parcels
Construction IDs
Assignments
Relo Comps
Payment Request
Documents

Save
 Cancel

Role:

Statewide Relocation Coordinator

Individual Type

☒ Internal Staff of this Role Type

☐ External Consultant of this Role Type

☐ All Internal Staff

☐ All External Consultant

Select Internal Staff

Kassandra Walbrun

Applied in Parcels

☐ All Parcels

☒ Selection of Parcels

☐ Range of Parcels

☐ 1
☐ 2

☒ 4
☒ 7

☐ 8
☐ 9

☐ Select All



Wisconsin Department of Transportation Certification of Legal Residency in the United States

In accordance with the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and all subsequent amendments, persons seeking relocation payments or relocation advisory assistance shall certify that he/she and/or other members of the household are citizens, nationals or aliens who are lawfully present in the United States. This certificate shall remain in the Wisconsin Department of Transportation's relocation file and serves as a basis for payment of relocation claims.

Residential Displacements

- Individual: ☐ I certify that I am a citizen of the United States.
(or)
☐ I certify that I am an alien lawfully present in the United States
(or)
- Family: ☐ I certify that there are _____ persons in my household that are citizens of the United States and _____ are aliens lawfully present in the United States.

This signature constitutes certification.

Signed by Head of Household

Date

Non-Residential Displacements

- Sole Proprietorship: ☐ I certify that I am a citizen of the United States
(or)
☐ I am an alien lawfully present in the United States
(or)
☐ I am a non-U.S. citizen not present in the United States
- Partnership: ☐ I certify that there are _____ partners in the partnership and _____ are citizens of the United States, _____ are aliens lawfully present in the United States, and _____ are non-U.S. citizens not present in the United States.
- Corporations: ☐ I certify that _____ is established pursuant to Wisconsin state laws and is authorized to conduct business in the U.S.

This signature constitutes certification.

Signed by Business Owner/Partner

Date

Note: The Wisconsin Department of Transportation or its agents may request documentation or other credible evidence in addition to this certificate. In addition, inquiries to the Immigration and Naturalization Services (INS) may take place.



Q J 1 5 4 8 9 0

Project ID

Unit No.

Parcel No.

Relocation Assistance Package Receipt

Wisconsin Department of Transportation

Unnumbered 05/2012

Name	Address
------	---------

This document is a receipt to confirm the WisDOT forms that have been delivered to you on this date.

Relocation Payment - To be eligible for the following relocation payments, you must:

Residential Housing Replacement Payment

- Relocate your residence no later than one year after the later of: (1) date you received payment from WisDOT; or, (2) date you moved from acquired property.
- File a claim within two years from the later of: (1) date you received payment from WisDOT; or, (2) date you moved from acquired property.

Business Replacement Payment

- Own or occupy a business/farm/non-profit conducted on the property acquired or affected by displacement for not less than one year before initiation of negotiations.
- Relocated your business/farm/non-profit no later than two years after the later of: (1) date you received payment from WisDOT; or, (2) date you moved from acquired property.
- File a claim within two years from the later of: (1) date you received payment from WisDOT; or, (2) date you moved from acquired property.

Relocation Assistance Package *(check all that apply)*

Wisconsin Relocation Rights (WI Dept of Administration brochure)	<input type="checkbox"/> Residential	<input type="checkbox"/> Business/Farm/Non-Profit
WisDOT general relocation information notice	<input type="checkbox"/> Residential	<input type="checkbox"/> Business/Farm/Non-Profit
Computation – residential housing replacement payment (includes form DT1947 and pictures)	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Computation – business/farm/non-profit replacement payment (includes form DT1958 and pictures)	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Relocation payment summary	<input type="checkbox"/> Residential	<input type="checkbox"/> Business/Farm/Non-Profit
Relocation notice of eligibility letter	<input type="checkbox"/>	
Claim forms	<input type="checkbox"/>	
Certificate of residency	<input type="checkbox"/>	
Notice of vacancy	<input type="checkbox"/>	

The relocation agent has explained the advisory services and relocation payment that WisDOT offers to me as a relocatee; and, I have received from _____ on _____ the above (checked) items known as the "Relocation Assistance Package."

Signature

Date

Note: This receipt indicates delivery and explanation of above items only; it does not necessarily indicate agreement.

Project ID

County

Parcel No.



Q J 1 5 4 8 9 1

Exercise 7 – Residential Relocatee (15 minutes)

Use the project ID and parcel number provided by the instructor

Make an existing residential owner participant a relocatee. Generate the Certificate of Residency, the Relocation Package Receipt and the Initiation the of Negotiations Letter

1. Browse to your parcel in READS and go to the Acquisition Team screen
2. If there is already an assignment for Relocation Specialist, skip ahead to number 4. Otherwise click Relocation Specialist

Role	Assigned Staff
Acquisition Specialist	Drew D Kottke
Appraiser	Andrew Crabb
Contract Specialist	
FIIPS Coordinator	
LPA Coordinator, Region	
Litigation Specialist	
Plat Unit	
Program Associate	
Project Engineer	
Project Engineer, Lead	
Property Mgmt Specialist	
RE Lead Worker	
Region Manager	
Region RE Project Manager	
Region READS System Admin	
Region Supervisor	James Kuehn
Relocation Specialist	

3. Click "All Internal Staff" and set the Relocation Specialist to Drew D Kottke and click Save

-- Webpage Dialog

Save Cancel

Select a Role:
Relocation Specialist

Select Type
☐ Internal Staff of this Role Type
☐ External Consultant of this Role Type
☒ All Internal Staff
☐ All External Consultant

Select Internal Staff
Drew D Kottke

4. Scroll down to Statewide Relocation Coordinator
5. If there is already an assignment for Relocation Specialist, skip ahead to the next page. Otherwise click Statewide Relocation Coordinator
6. Set the Statewide Relocation Coordinator to Kassandra Walbrun and click Save

Now designate the property owner as a relocate. This creates a Relocation record in the system for this participant.

1. Go to the Participants screen
2. Edit the Owner record

PARCEL CENTRAL MENU		PARTICIPANTS						Add New Copy Existing	
Parcel Information		Participant Name	Participant Type	Contact	Relocation	1099 Amount	Edit	Delete	
Acquisition Team		Mark L Jensen	Owner		No				
Participants									

3. Click Edit
4. Change Relocation to Yes. Enter a Unit # and set Relo Category to Residential
5. Click Save

Participant

☒ Individual
 ☐ Legal Entity

Full Name

Spouse Name

Participant Type

☒ PO Box ☐ Copy Property Address

Mailing Address:

☐ Copy Mailing Address

Property Address:

City/State/Zip

Relocation

Relo. Unit #

Relo Category

6. Click Relocation on the left side of the screen
7. Edit the Relocation record for your participant

PARCEL CENTRAL MENU		RELOCATION				
Parcel Information		Relocation records are created from Participant screen by selecting Relocation as Yes for Participant Types Owner, Tenant, Sign Owner and Vendee.				
Acquisition Team		Unit Number	Relocatee	Relocation Agent	Relo Category	Actual Vacate Date
Participants		1	Mark L Jensen		Residential	
Interests						
Waiver of Appraisal						
Appraisal						
DOT Appraisals						
Owners Appraisal						
Offer/Negotiations						
Negotiation Diary						
Add New Parcel Type						
Relocation						
Litigation						
Buildings/Structures						

7. Click the Documents tab

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
Show: <input checked="" type="radio"/> All <input type="radio"/> Letters <input type="radio"/> Documents Agency on Docs State								
Document	Generate	Date Last Generated	Open Latest	Replaced	Replace			
30 Day Notice to Vacate Letter								
48 Hour Notice Letter								
90 Day Occupance (90 Day Notice of Occupancy) Letter								
Bill of Sale (RE2166)								
Certificate of Legal Residency (RE1031)		12/09/2019						
Customer Survey Relocation (RE1022)								
DSS Replacement Inspection Letter								
Disconnection of Utility Services Letter								

8. Click the Generate button next to the Certificate of Legal Residency

9. When prompted by Word, click Open.

At this point you could print the document and add it to the Relocation Package

10. Close the document

11. Now click the Generate button next to the Relocation Package Receipt

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
Show: <input checked="" type="radio"/> All <input type="radio"/> Letters <input type="radio"/> Documents Agency on Docs State								
Document	Generate	Date Last Generated	Open Latest	Replaced	Replace			
Reads Relocation Parcel Checklist								
Relocation Assistance Diary (RE1043)								
Relocation Assistance Package Receipt (RE1036)		12/09/2019						
Relocation Payments Summary - Residential (DT1679R)								
Rent Loss Letter & Agreement Letter								
Replacement Housing Payment Computation Owner (RE1943)		12/09/2019						
Replacement Housing Payment Computation Tenant (RE1948)								
Residential Comparison Chart (RE1947)		12/09/2019						






















12. When prompted by Word, click Open.

At this point you could print the document and add it to the Relocation Package

13. Close the document

14. Now click the Letters button

15. Click the Generate button next to the Initiation of Negotiations – Residential Owner Letter

Subject Prop	Comparables	Replacement	Computations	Pynt Summary	Claims	Documents	Diary	Log
Show: <input type="radio"/> All <input checked="" type="radio"/> Letters <input type="radio"/> Documents								
Document			Generate	Date Last Generated	Open Latest	Uploaded	Upload	
30 Day Notice to Vacate Letter				04/02/2013				
48 Hour Notice Letter				04/02/2013				
90 Day Occupance (90 Day Notice of Occupancy) Letter				04/02/2013				
DSS Replacement Inspection Letter				04/02/2013				
Disconnection of Utility Services Letter				04/02/2013				
Financial Commitment - Owner Letter				04/02/2013				
Initiation of Negotiations - Residential Owner Letter				04/02/2013				

16. Make any desired changes in the dialog box and click Generate Letter

Webpage Dialog

Initiation of Negotiations - Residential Owner Letter

Address To: ☒ Mark L Jensen (Owner)
☐ George's Flowers (Owner)

Type of Specific Recipient:

Specific Recipient:

Letter Date: 4/17/2013

Certified Mail: ☐

Letterhead: Eau Claire

Generate Letter Cancel

https://acceptance.dot.stat ✓ Trusted sites | Protected Mode: Off

17. When prompted by Word, click Open.

At this point you could print the document and add it to the Relocation Package

18. Close the document

Exercise 8 – Residential Relocation Comparables (30 minutes)

Use the project ID and parcel number provided by the instructor

Enter data on subject property and 3 relocation comparables. Generate the Replacement Housing Payment Computation document. Generate the Relocation Payments Summary document.

1. Browse to your parcel in READS
2. Click Relocation on the left side of the screen
3. Edit the Relocation record for your participant
4. Click the Subject Prop tab.

Subject Prop	Comparables	Replacement	Computations	Pynt Summary	Claims	Documents	Diary
Purchase/Rent indicator <input checked="" type="radio"/> Purchase <input type="radio"/> Rent		Save Cancel					
Construction Type	a	Wood Frame		Dist. To Work	j	12 mi	
Rooms	b	8		Dist. To School	k	3 mi	
Bedrooms	c	4		Dist. To Shopping	l	3 mi	
Approx Habitable Area (Sq Ft)	d	1,505.00		Dist. To Transit	m	NA	
Habitable Area Required (Sq Ft)	e	205.00		Dist. To Other	n	NA	
Approx Age	f	100 years		Type of Neighborhood	o	Rural Residential	
State of Repair	g	Good		Lot Size	p	1.0 Acre	
Fair Housing	h	Yes		Garage Size	q	2 car	
Utilities Present	i	G, E, WE, SE		Acquisition Amount		245,100.00	
Comments							

5. Click Edit
6. Enter:
 - a. Construction Type: Wood Frame
 - b. Rooms: 8
 - c. Bedrooms: 4
 - d. Approx Habitable Area: 1505
 - e. Habitable Area Required: 205
 - f. Approx Age: 100 years
 - g. State of Repair: Good
 - h. Fair Housing: Yes
 - i. Utilities Present: G, E, WE, SE
 - j. Dist to Work: 12 mi
 - k. Dist to School: 3 mi
 - l. Dist to Shopping: 3 mi
 - m. Dist to Transit: NA
 - n. Dist to Other: NA
 - o. Type of Neighborhood: Rural Residential
 - p. Lot Size: 1.0 Acre
 - q. Garage Size: 2 car
7. Click Save

- Click the Project ID link to return to the project screen to enter Relocation Comparables

The screenshot shows the 'Project' screen with a navigation bar at the top containing links: Project, Parcel, Reports, My Parcels, My Ticklers, Property Mgmt, Setup, and E-Submit. The 'Project ID' link is circled in red. Below the navigation bar, there are fields for Region (Northwest), Office/LPA (Eau Claire), Project Name (STH 65 - CTH TT), and Parcel No (2). A 'PARCEL CENTRAL MENU' is on the left with options: Parcel Information, Acquisition Team, Participants, and Interests. The main area shows 'Relocation' details: Relocatee (Mark L Jensen), Relocation Agent, Relo Category (Residential), and Eligibility Determination (Nego. Started on Parcel 03/25/2011).

- On the Project Screen, click the Relo Comps tab

The screenshot shows the 'Project' screen with the 'Relo Comps' tab selected. The 'Project ID' is 0000-03-04 and the 'Project Name' is Andre's TestProject03. The 'Relo Comps' tab is circled in red. Below the navigation bar, there are fields for Project Highway (STH 26), Cert. Status, Cert 1 Date, and Closed for Charging. The 'Relo Comps' section shows a table of comparables with columns: Comparable #, Business Name, Type, Address, Business / Unit Type, Construction Type, Price / Rent, Edit, and Delete. The 'Add Residential Comp' button is circled in red.

- Click Add Residential Comp

- Determine the Comparable Number to use.

If your assigned parcel number is 4, enter 4-1 for the first comparable. If your assigned parcel number is 13, enter 13-1 for the first comparable number.

Comparable #	enter the parcel number followed by "-1"	State of Repair	Good
Address	W7486 County Rd U	Utilities Present	G, E, WE, SE
Meet DSS Standards	Yes	Type of Neighborhood	Rural Residential
Unit Type	SF Home	Lot Size	1.0 Acres
Construction Type	Wood Frame	Garage Size	2 Car
# Rooms	7	Sold	<input type="checkbox"/>
# Bedrooms	4	Purchase/Rent	<input checked="" type="radio"/> Purchase <input type="radio"/> Rent
Habitable Area	1715 SF	Listing Price	274,900.00
Age	40 years		

- Enter the other data for comparable 1 as shown above.

- Click Save

14. Click Add Residential Comp again to enter the second comparable

15. Determine the Comparable Number to use.

If your assigned parcel number is 4, enter 4-2 for the second comparable. If your assigned parcel number is 13, enter 13-2 for the second comparable number.

16. Enter the second comparable as shown below.

Comparable #	enter the parcel number followed by "-2"	State of Repair	Good
Address	123 Main	Utilities Present	G, E, SE, WE
Meet DSS Standards	Yes	Type of Neighborhood	Rural Residential
Unit Type	SF	Lot Size	1 Acre
Construction Type	Wood Frame	Garage Size	1 car
# Rooms	7	Sold	<input type="checkbox"/>
# Bedrooms	4	Purchase/Rent	<input checked="" type="radio"/> Purchase <input type="radio"/> Rent
Habitable Area	1550 SF	Listing Price	269,000.00
Age	60 Years		

17. Click Save

18. Click Add Residential Comp again to enter the third comparable


19. Determine the Comparable Number to use.

If your assigned parcel number is 4, enter 4-3 for the third comparable. If your assigned parcel number is 13, enter 13-3 for the third comparable number.

Comparable #	enter the parcel number followed by "-3"	State of Repair	Good
Address	989 Elm St	Utilities Present	G, E, SE, WE
Meet DSS Standards	Yes	Type of Neighborhood	Rural residential
Unit Type	SF	Lot Size	0.75 Acres
Construction Type	Wood Frame	Garage Size	2 car
# Rooms	8	Sold	<input type="checkbox"/>
# Bedrooms	4	Purchase/Rent	<input checked="" type="radio"/> Purchase <input type="radio"/> Rent
Habitable Area	1600 SF	Listing Price	239,900.00
Age	28 Years		

20. Click Save

21. Click Back to Parcel Central



Real Estate Automated Data System (READS)

Project	Parcel	Reports	My Parcels	My Ticklers	Property Maint	Setup	E-Submit	Acq Comps	E-Help	E-Manual
Project						Back to Parcel Central	Edit	View Plat	Cost Estimate	

Perform the Replacement Housing Payment Computation

1. Return to the Relocation screen for your parcel
2. Click the Comparables tab

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
# Rooms	# Bedrooms	Construction Type						
<input type="text"/>	<input type="text"/>	<input type="text"/>		Refresh				
Comparable information is entered in the Project - Relo Comps screen as Residential Comps								
Included	Comparable #	Address / Location	Unit Type	Construction Type	Price	Sel. Comp		
<input type="checkbox"/>	2-1	W7486 County Rd U	SF Home	Wood Frame	174,900.00	No		
<input type="checkbox"/>	2-2	123 Main	SF	Wood Frame	199,000.00	No		
<input type="checkbox"/>	2-3	989 Elm St	SF	Wood Frame	219,900.00	No		

You will see your comparables and you may see additional comparables for other parcels on the project.

3. Designate the "-2" property as the most comparable. Click the View/Edit button next to it. The comparable dialog opens.

-- Webpage Dialog

Save

Cancel

Comparable #

2-2

State of Repair

Good

Address

123 Main

Utilities Present

G, E, SE, WE

Meet DSS Standards

Yes

Functionally Equivalent

Yes

Unit Type

SF

Distance to Work

10 mi

Construction Type

Wood Frame

Distance to Schools

3 mi

Rooms/# BedRooms

7 / 4

Distance to Shopping

3 mi

Habitable Area

1550 SF

Distance to Transport

NA

Age

60 Years

Distance to Other

NA

Type of Neighborhood

Rural Residential

Lot Size

1 Acre

Adequate for Relocatee

Yes

Available for Relocatee

Yes

Within Financial Means

Yes

Fair Housing

Yes

Garage Size

1 car

Purchase/Rent

Purchase

Listing Price

199,000.00

Most Comparable

Yes

Explain Selection

Closest to subject property in SF, price and number of rooms.

4. Enter the necessary information here and set Most Comparable to Yes.
5. Click Save
6. On the Comparables tab, place a checkbox next to the 3 comparables to include on the Residential Comparison Chart.

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
# Rooms	# Bedrooms	Construction Type						
<input type="text"/>	<input type="text"/>	<input type="text"/>		Refresh				
Comparable information is entered in the Project - Relo Comps screen as Residential Comps								
Included	Comparable #	Address / Location	Unit Type	Construction Type	Price	Sel. Comp		
<input checked="" type="checkbox"/>	2-1	W7486 County Rd U	SF Home	Wood Frame	174,900.00	No		
<input checked="" type="checkbox"/>	2-2	123 Main	SF	Wood Frame	199,000.00	Yes		
<input checked="" type="checkbox"/>	2-3	989 Elm St	SF	Wood Frame	219,900.00	No		

- Click the Computations tab
- Select Replacement Housing Payment Computation – Owner from the pull down menu
- Click Edit

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents
Type of Computation Replacement Housing Payment Computation - Owner						
Approved By Allen J Holmstrom		Approved On 2/1/2013		Save Cancel		
Sale Price of Most Comparable Dwelling		269,000.00				
Less Acquisition Price of Subject Dwelling		245,100.00				
Equals Replacement Housing Payment		23,900.00				
Carve Out		<input type="checkbox"/>				









- Enter the name of the Computation approver and the date approved.

Note that the Carve Out checkbox will allow you to modify the Acquisition Price of the Subject Dwelling

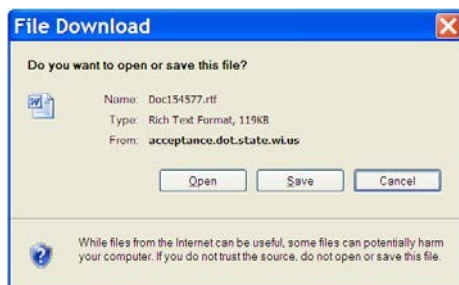
- Click Save

Generate the Replacement Housing Payment Computation document

- Click the Documents tab

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
Show: <input checked="" type="radio"/> All <input type="radio"/> Letters <input type="radio"/> Documents								
Document				Generate	Date Last Generated	Open Latest	Uploaded	Upload
Relocation Survey								
Rent Loss Letter & Agreement Letter								
Replacement Housing Payment Computation - Owner (DT1943)								
Residential Comparison Chart (DT1947)								

- Scroll down to the Replacement Housing payment Computation – Owner document and click the Generate button
- Click Open to open the generated file in Word



- After examining the Replacement Housing Computation document, close Word.

Generate the Residential Comparison Chart

- Click the generate button next to the Residential Comparison Chart

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	D
Show: <input checked="" type="radio"/> All <input type="radio"/> Letters <input type="radio"/> Documents							
Document				Generate	Date Last Generated	Open Latest	
Relocation Survey					04/17/2013		
Rent Loss Letter & Agreement Letter					03/19/2013		
Replacement Housing Payment Computation - Owner (DT1943)					04/03/2013		
Residential Comparison Chart (DT1947)					04/17/2013		
Residential Questionnaire - Inventory of Individual Needs (DT1968)					04/01/2013		

- Click Open to open the generated file in Word
- After examining the Replacement Housing Computation document, close Word.

Generate the Relocation Payments Summary







- Click the Pymt Summary tab and click Edit

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
<div> <input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/> </div>								
Payment Summary Type <input checked="" type="radio"/> Original <input type="radio"/> Revised <input checked="" type="radio"/> Approved Offering Price <input type="radio"/> Carve Out Price								
Replacement Housing Payment for Owner Occupants								
<input checked="" type="checkbox"/> Supplemental housing payment for an owner occupant for not less than 180 days who purchases					\$ 245,100.00			
<input type="checkbox"/> Supplemental housing payment - down payment for an owner occupant for less than 180 days, but not less than 90 days who purchases					\$ 0.00			
Replacement Housing Payment for Tenant Occupants								
<input type="checkbox"/> Down payment for a tenant occupant for not less than 90 days who purchases					\$ 0.00			
<input type="checkbox"/> Supplemental rent payment for an owner occupant for a period of not less than 90 days who rents (to be paid in four annual installments, if requested)					\$ 0.00			
<input type="checkbox"/> Supplemental rent payment for a tenant occupant for not less than 90 days who rents (to be paid in two installments)					\$ 0.00			

- Select Payment Summary Type: Original
- Check the first box under Replacement Housing Payment for Owner Occupants
- Scroll down and select Fixed schedule under Moving Expenses – Residential

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
<input type="checkbox"/> Supplemental rent payment for an owner occupant for a period of not less than 90 days who rents (to be paid in four annual installments, if requested)					\$ 0.00			
<input type="checkbox"/> Supplemental rent payment for a tenant occupant for not less than 90 days who rents (to be paid in two installments)					\$ 0.00			
Moving Expenses - Residential								
<input type="checkbox"/> Actual and reasonable cost to move personal property from residences and mobile homes based on receipted bills from qualified mover					\$ 0.00			
OR								
<input checked="" type="checkbox"/> Fixed schedule - residential, including sleeping rooms and mobile home occupants					\$ 2,400.00			
Schedule for: 10 Room(s) is: 2400 View Fixed Payment Schedule								
Incidental Expenses - Transfer of Property to State, if applicable								
<input type="checkbox"/> Net Rental Loss			<input type="checkbox"/> Recording fees and similar items			<input type="checkbox"/> Prepayment penalty costs		
<input type="checkbox"/> Realignment of Personal Property			<input type="checkbox"/> Expenses of plans rendered unusable			<input type="checkbox"/> Cost of fencing		
<input type="checkbox"/> Prorated share of taxes								

5. Fill in the number of rooms and schedule dollar amount using the Fixed Payment Schedule in the Real Estate Program Manual.
6. Click Save
7. Click the Documents tab
8. Click the generate button next to the Relocation Payments Summary

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary
Show: <input checked="" type="radio"/> All <input type="radio"/> Letters <input type="radio"/> Documents							
Document				Generate	Date Last Generated	Open Latest	Uploaded
Relocation Package Receipt					04/21/2013		
Relocation Payments Summary - Residential (DT1679R)					04/22/2013		
Relocation Survey					04/17/2013		

9. Click Open to open the generated file in Word
10. After examining the Replacement Housing Computation document, close Word.

Fixed Payment Schedule and Dislocation Allowance "Wisconsin Revised September 1, 2012"		
No. of Rooms	Occupant With Furniture	Occupant Without Furniture
1	\$550	\$425
2	\$700	\$525
3	\$900	\$625
4	\$1,100	\$725
5	\$1,300	\$825
6	\$1,500	\$925
7	\$1,700	\$1,025
8	\$1,900	\$1,125
Addl. Room	\$250	\$100
Exceptions: 1. The payment to a person with minimal possessions who occupies a dormitory style room or whose residential move is performed by an agency at no cost to the person is limited to \$100.00. 2. An occupant will be paid on an actual cost basis for moving a mobile home from a displacement site. In addition, a reasonable payment to the occupant for packing and securing property for the move may be paid at the agency's discretion.		

Relocation Assistance Diary

The provisions regarding what items must be maintained in the region's official files are found in the Wisconsin relocation rules in Wis. Admin. ch, Adm 92. (Wi Stats 32 and 84 are silent with regard to a negotiation diary requirement). The following language is found in Adm 92.20.

Adm 92.20 Relocation file. An agency shall maintain a current individual property acquisition and individual relocation case file. The file shall be retained for inspection by the department for a minimum of 3 years following completion of a project or a final relocation payment, whichever is later.

(2) INDIVIDUAL RELOCATION CASE FILE. An agency shall develop and maintain an individual case file for a displaced person beginning with information obtained in the initial interview. An individual relocation case file shall include the following:

- (a)** Name, on-site address and phone number, date of displacement, replacement address and phone number, and if a tenant or an owner, before and after relocation;
- (b)** The age and sex of dependent household members, the average monthly income of adult household members and the monthly housing cost of an acquired and replacement dwelling;
- (c)** A description of the business or farm operation being conducted, whether a displaced person relocated or discontinued, and the average monthly cost of the acquired and replacement facilities;
- (d)** A description of a dwelling, habitable space, number of rooms and bedrooms, and the type of construction;
- (e)** A description of relocation needs and preferences;
- (f)** Evidence that a displaced person received a pamphlet entitled, "Wisconsin Relocation Rights," and the date received;
- (g)** A copy of a written notice as specified under this chapter or otherwise given to a displaced person;
- (h)** Relocation service and assistance provided and the date;
- (i)** Referral to a replacement dwelling, business or farm operation, including the date, address, and sale or rental price;
- (j)** A copy of an occupancy agreement for the period after acquisition;
- (k)** A copy of a replacement property inspection document with the inspection date, description of a property and its condition;
- (L)** Type and amount of each relocation payment made;
- (m)** A copy of a relocation claim and supporting documentation and related documents for determining eligibility for or an amount of a payment, evidence of payment, and correspondence relating to a claim;
- (n)** A copy of an appeal and an explanation of the action taken to resolve the appeal, and the final determination;
- (o)** A copy of individual relocation case reports or other correspondence with the department;
- (p)** The agency representative who provided relocation assistance.

(3) RECORDS AVAILABLE FOR INSPECTION. Property acquisition and relocation records shall be available for inspection by the department, and any person as specified under the Wisconsin Open Records Law, ss. [19.31](#) to [19.39](#), Stats.

Exercise 9 – Relocation Claims (15 minutes)

Use the project ID and parcel number provided by the instructor

Create blank Relocation Claim forms to provide to a specific relocatee

1. Browse to your relocatee record in READS and click Edit

Project: North East, Parcel: 1111-99-99, Project Name: Drew Test Project

PARCEL CENTRAL MENU: RELOCATION

Relocation records are created from Participant screen by selecting Relocation as Yes for Participant Types Owner, Tenant, Sign Owner and Vendee.

Unit Number	Relocatee	Relocation Agent	Relo Category	Actual Vacate Date	Edit
1	Desmond Hume and Penny Hume	Nanette E Vetsch (WisDOT)	Residential		

2. Click Claims Tab
3. Click Add New

Property Acq. [] Occupancy Period [] Case Report Prepared []

Owner/Tenant: Owner Intent to Acquire Sent [] Date Prepared []

Subject Prop | Comparables | Replacement | Computations | Pymt Summary | **Claims** | Documents | Diary | Log

[View All Claim Types](#)

Claim Seq #	Claimant	Recvd from Claimant	Approved By	Approved On	Approved Amount	Generate Relocation Claim
0					0.00	

4. Click Edit and then Click Save

Left screenshot: **Edit** button circled in red.

Right screenshot: **Save** button circled in red.

5. Click Back
6. Click Generate Relocation Claim.

Subject Prop | Comparables | Replacement | Computations | Pymt Summary | **Claims** | Documents | Diary | Log

[View All Claim Types](#) [Add New](#)

Claim Seq #	Claimant	Recvd from Claimant	Approved By	Approved On	Approved Amount	Generate Relocation Claim
1	Desmond Hume and Penny Hume				0.00	

The claim form generates and is saved in the log for this relocatee. Word opens the form.

7. Print and provide as many as desired for this specific relocatee's use.

IMPORTANT: Because the barcode on the form is linked to this specific relocatee, do not use this form for any other relocatee.



Division of Transportation
System Development
Northeast Regional Office
944 Vanderperren Way
Green Bay, WI 54304

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet web site: www.dot.wisconsin.gov

Telephone: (920)492-5643
Facsimile (FAX): (920)492-5640
E-mail: greenbay.dtdtf@dot.wisconsin.gov

January 24, 2012

Project ID: 9202-07-2 2
Parcel No: 75

Relocation Claim: Replacement Housing Payment

The following relocation claim for parcel 75 is being submitted for your review and approval.

Parcel	Type	Payable To	Amount
75	RHP		\$21,850.00

This claimant previously owned a 40 acre parcel in DePere which they relocated their residence and business to. They recently completed construction on the residence and a DSS inspection was done on January 12, 2012.

Claimant submitted a claim for their Replacement Housing Payment totaling \$21,850.00. They provided paid receipts along with check numbers and their bank statement for proof of payment on all invoices. I compiled all items I received on the worksheet attached. Items highlighted in green are checks paid out, but not shown as cleared on the bank statement provided to me. The highlighted items were not included in the final costs that determined the RHP amount to be paid.

A carve out value was determined when computing the RHP using 1.03 acres valued at \$86,050. This amount was used as the land value for the replacement site as well.

The total claim amount of \$21,850.00 is being recommended for final approval and payment.

Sincerely,

Dawn Van Oudenhoven
Real Estate Specialist

ferent

for READS Training, enter your
claimant name

Region Use

Place

By

1-12-2012
WisDOT
Dawn K. Oudehorst

Listed below are itemized damages claimed as the result of the acquisition of private property for public use, exclusion of all compensation previously agreed to, for the negotiated purchase or the Award of Damages as determined by the State of Wisconsin, Department of Transportation. All damages payable under any individual items enumerated in Sections 32.19 and 32.195 Wisconsin Statutes should be claimed at one time after such claimed damage items shall be fully materialized, as provided in Section 32.20 Wisconsin Statutes.

Owner	@ Business	Residence	Purchase
@ Tenant	@ Farm	0 Sign	@ Rental
	@ Non-profit	@ Off premise	
		@ On premise	
Description of Items Claimed (attach receipts and documentation)		Amount Claimed	Amount Allowed
1. Moving expenses [actual-new site] s.32.19(3)(a)		\$	\$
2. Moving expenses (re-establishments) s.32.19(3)(a)		\$	\$
3. Moving expenses [optional fixed] s.32.19(3)(b)1 number of rooms		\$	\$
4. In lieu of actual moving expenses s.32.19(3)(b)2		\$	\$
5. Replacement housing [owner occupant] s.32.19(4)(a)		\$,	\$)
6. Increased interest [owner occupant] s.32.19(4)(a)2 - (4m)(a)2		\$!	\$ ' !
7. Closing costs and related expenses s.32.19(4)(a)3 - (4m)(a)3 - (4m)(b)2c		\$	\$
8. Replacement housing [tenants and certain others - rental] s.32.19(4)(b)1		\$	\$
9. Replacement housing (tenants and certain others - purchase) s.32.19(4)(b)2		\$	\$
10. Replacement business (farm owner) s.32.19(4m)(a)		\$	\$
11. Replacement business (farm tenant) s.32.19(4m)(b)		\$	\$
12. Incidental expenses [acquisition] s.32.195(1)		\$	\$
13. Penalty costs on old mortgage s.32.195(2)		\$	\$
14. Prorata share of taxes s.32.195(3)		\$	\$
15. Realignment of personal property [same site] s.32.195(4)		\$	\$
16. Expense of plans rendered unusable s.32.195(5)		\$	\$
17. Net rental loss s.32.195(6)		\$	\$
18. Cost of fencing s.32.195(7)		\$	\$
TOTAL		\$ 21,850.00	\$ 21,850.00

For State Use Only (claimant complete next page)

Items recommended for approval

Real Estate Specialist

Regional Real Estate Manager

Date

Items in the above claim are allowed in the total sum of \$) t date .

Approving Authority

Date

Print Name

Project ID

Highway

County

Parcel

/Unit No.

CLAIMANT CERTIFICATION

1. The undersigned certifies that the foregoing statement is true and correct and that the damages described herein exist and costs have been suffered by me (us) in the amount shown after each item.
2. I (We) agree to accept the amounts as payment in full for the items claimed, and release the Department of Transportation and any public body, board or commission acting in its behalf, from any and all claims for damages arising through this project, for the listed items for which an amount is claimed.
3. In claiming payment for an amount under Item 5 (s.32.19(4)(a)), I (We) certify that: I (We) was (were) in occupancy at least 180 days prior to the date of initiation of negotiations for the acquisition of the property.
4. In claiming payment for an amount under Item 8 or 9 [s.32.19(4)(b)], I (We) certify that: I (We) was (were) in lawful occupancy for not less than 90 days prior to the initiation of negotiations for the acquisition of the property.
5. I (We) certify that: to the best of my (our) knowledge the replacement dwelling I (We) have purchased and occupy, meets the decent, safe and sanitary standards prescribed by state and federal regulations for such property.
6. In claiming payment for an amount under Item 10 or 11 [s.32.19(4m)], I (We) certify that: I (We) owned and occupied the business operation or owned the farm operation for not less than 1 (one) year prior to the initiation of negotiations for the acquisition of the property.
7. Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined in 24.208(i) CFR. I certify that all member(s) of my household or all owner(s) of an unincorporated business, farm, or nonprofit organization is (are) a citizen or national of the United States, or an alien who is lawfully present in the United States.

AGREEMENT AND CERTIFICATION

Owner-Occupant claiming a Replacement Housing Payment (Item 5, s.32.19(4)(a)), and/or Replacement Business Payment (Item 10, s.32.19(4m)(a)), and/or a Replacement Farm Payment for Lands (Item 10, s.32.19(4m)(a)) acquired by any Conveyance or by an Award of

understands that, in the event of an appeal from an Award of Damages, the amount of the award shall be reduced by the amount of the replacement residential, business or farm property or on a land area larger than that typical for residential property. Any increase in the Basic Award, attributable to the business portion shall be computed in the same percentage ratio established in the Basic Award. Any increase in the Basic Award, attributable to the farm portion shall be computed in the same percentage ratio established in the Basic Award. Any increase in the Basic Award, attributable to the farm portion shall be computed in the same percentage ratio established in the Basic Award. Any increase in the Basic Award, attributable to the farm portion shall be computed in the same percentage ratio established in the Basic Award.

Doe

1/1/2012

Jane Doe

Print Name

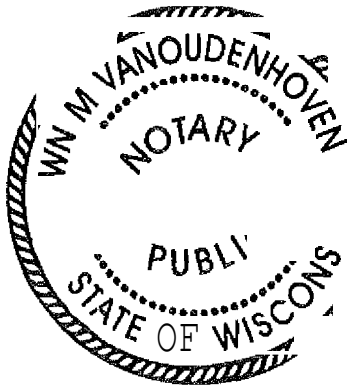
X

Claimant Signature

Date

Print Name

(Notarization is required for claims for Replacement Payments ONLY. Items 5 and 10 Comm. 202.90 (6) advance payments in condemnation)



Date

State of Wisconsin

Bronn

County) ss.

instrument was acknowledged before me by (s) or officers.

the a

Wm M Van Oudenhoven

Sign Public, State of Wisconsin

Wm M Van Oudenhoven

Print Name, Notary Public, State of Wisconsin

February 23, 2014

Date Commission Expires

Attach all receipted bills, paid statements and other factual data supporting claim. In support of a "net rental loss" claim, submit a record of all rent for the property showing that losses claimed are directly attributable to the public improvement and that losses exceed the normal rental or vacancy experience for similar properties in the area. This claim must be signed by claimant and such signature must be notarized prior to the time application is submitted to the state for Items 5 and 10. Mail this form and all receipted bills and other factual data to WisDOT regional office.

Project ID

Highway

County

Parcel

/Unit No.

Enter the Relocation Claim in READS

Prior to generating a Relocation Payment Request, check the Relocation Log to verify all supporting documentation has been attached. Include the relocation claim form signed by the property owner, any pertinent receipts, approved RHP calculations, DSS inspections, business moving estimates, rent loss letters/agreements, and any other documentation affecting payment. Delete unnecessary duplicate copies of documents in your Parcel Logs, Relocation Logs, and Project Logs.

1. Browse to your relocatee in READS and click the Claims tab
2. Since there is an unused sequence 1 claim (\$0.00 approved from creating barcoded forms) click Edit

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
View All Claim Types					Add New			
Claim Seq #	Claimant	Recvd from Claimant	Approved By	Approved On	Approved Amount	Generate Relocation Claim		
1	Mark L Jensen				0.00			

3. Click Add New Type

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
					Back	Edit		
Claim Seq #	1				Add New Type			

4. Enter the Claim Type, Amount Claimed and Amount Approved. Click Save

Save

Cancel

Claim Type

Replacement Housing: Owner-Occupant

Amt Claimed

21,850.00

Amt Approved

21,850.00

CO Date Paid

Region Dt Del

Multiple Types can be entered on a single claim.

5. Click Edit
6. Set Approved by to Norman Pawelczyk and Approved on to today

Subject Prop	Comparables	Replacement	Computations	Pymt Summary	Claims	Documents	Diary	Log
					Back	Edit		
Claim Seq #	1				Add New Type			
Claimant	Mark L Jensen							
Recvd from Claimant								
Approved By								
Approved On								
Approved Amount	21,850.00							
Comments								

Claim Type	Amt Claimed	Amt Approved	CO Date Paid	Region Dt Del		
Replacement Housing: Owner-Occupant	21,850.00	21,850.00				

7. Click Save

Create the Relocation Claim Payment Request

1. Click the Payment Request button at the bottom of the Parcel Central Menu
2. Click the Create Payment Request button

3. Select the Payment Type Relocation Claims. Account Code fills in.

Include	Type	Cost	Amount
<input checked="" type="checkbox"/>	Replacement Housing Payment (Owner to Owner Status) - Increased Interest	21,850.00	21,850.00

4. Set Payable To the owner
5. Click the Include checkbox in the Lists of Pending Costs Table. The check amount fills in
6. Set Check Handling to Region Office
7. Click Save

We have entered the payment information into the system. Now we will create the payment request document.

1. Click Generate Payment Request
READS generates the document, saves a copy in the Log and sends the document to MS Word.
2. Word will prompt you to Open, Save or Cancel. Click Open
3. Examine the Payment Request. Notice the checklist for this specific parcel type on page 2
4. Close the Payment Request Document.

Rev. March 2012

On October 30, 2012, WisDOT initiated negotiations and provided the displacees with their relocation assistance package for the above referenced parcel. It was determined at this time that the property owner's were in a negative equity situation.

The owner's originally purchased the acquired property on April 30, 2003 for \$155,000. In 2007 the homeowners took out a second mortgage on their home. For this loan, an appraisal was prepared dated August 8, 2007 by Easy Mortgage, LLC with an appraised value of \$277,000. For the WisDOT acquisition, Active Appraisal Services completed an appraisal on August 27, 2012 with an estimated value of \$200,000. It was decided that the closing for this property would be on December 14, 2012. Due to the negative equity situation, the offer was increased to the payoff amount of \$230,888.17.

Documentation for the Negative Equity Waiver was sent to the Bureau of Technical Services Real Estate/Relocation Facilitator on November 21, 2012 for approval. The Negative Equity Waiver was approved on November 27, 2012, therefore allowing the owner's Replacement Housing Payment to remain at the original offer of \$200,000.

Sample

Exercise 10 – Individual Relocation Case Report (20 minutes)

Use the project ID and parcel number provided by the instructor

Enter data on the replacement property. Generate the Individual Relocation case Report. Protect and unprotect Word documents. Reattach documents to the log. Notify the Central Office relocation Facilitator regarding the Case Report

1. Browse to your parcel in READS and go to the Relocation screen
2. Edit the Residential owner record

RELOCATION

Relocation records are created from Participant screen by selecting Relocation as Yes for Participant Types Owner, Tenant, Sign Owner and Vendee.

Unit Number	Relocatee	Relocation Agent	Relo Category	Actual Vacate Date	Edit
1	Mark L Jensen		Residential		

3. Click the Replacement tab

Subject Prop | Comparables | **Replacement** | Computations | Pymt Summary | Claims | Documents | Diary | Log

Replacement Type

Purchase/Rent indicator ☒ Purchase ☐ Rent

Address 1 4411 Breathtaking Heights

Address 2


City/State/Zip Niceville WI 55555

Business Phone (800) 555-1212 Ext Fax

Cell No (800) 555-1212

Home Phone (800) 555-1212

Email

DSS Inspection 12/09/2019 

Present Use Residential



Purchase Price 779,000.00

Unit Type Single Family

Rooms 14

Bedrooms 5

Size 5500 SF

 Save  Cancel

4. Click Edit
5. Enter actual replacement property information, including the DSS Inspection date
6. Click Save

Generate the Individual Relocation Case Report

1. Make certain that all appropriate relocation dates have been entered
2. Click the Documents tab
3. Click on the Individual Relocation Case Report Generate button.

Relocation Back Edit Notify CO Re Case Rpt Lease

Relocatee: Mike Maxwell and Jacki Maxwell

Relocation Agent: Dawn Van Oudenhoven

Relo Category: Residential

Unit Number: 2

Unit Type: Single Family

Property Acq.: 05/30/2012

Owner/Tenant: Tenant

Eligibility Determination

Nego. Started on Parcel: 05/10/2012

Relo Pkg Delivered: 05/30/2012

Initial Occupancy Date: 01/01/2010

Occupancy Period: 2 years

DOA Brochure Sent: 05/30/2012

90 Day Notice to Vacate: 05/30/2012

30 Day Notice to Vacate:

Move Inspection Date: 07/09/2012

Actual Vacate Date: 07/01/2012

Residency Cert Signed:

Case Report Prepared:

Subject Prop | Comparables | Replacement | Computations | Pymt Summary | Claims | **Documents** | Diary | Log

Show: ☒ All ☐ Letters ☐ Documents

Document	Generate	Date Last Generated	Open Latest	Uploaded	Upload
Disconnection of Utility Services Letter					
Financial Commitment - Tenant Letter					
Individual Relocation Case Report		04/03/2013			

The Individual Relocation case report takes a minute to generate. Wait until the green "Processing..." message disappears and the File Download dialog appears.

4. Click Open

File Download

Do you want to open or save this file?

Name: Doc154766.rtf

Type: Rich Text Format, 216kB

From: acceptance.dot.state.wi.us

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

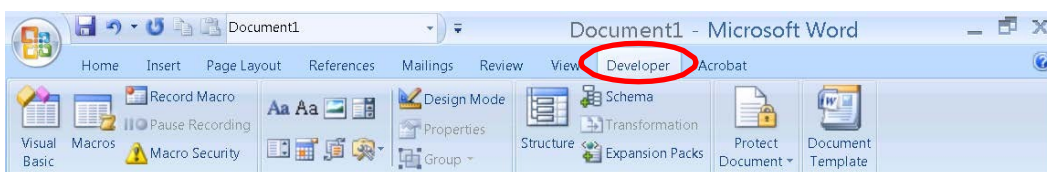
IMPORTANT: In order to fill in the gray fill-able fields in Microsoft Word, such as the checkboxes below, the Word document must be *protected*. To edit any other part of the document, such as the addresses below, the document must be *unprotected*. Consequently it is necessary to know how to protect and unprotect Word documents.

Address (replacement) W7226 Moonlight Dr., Greenville, WI 54944	City Greenville	State WI	Zip 54944
<p>Displaced Person is:</p> <p><input checked="" type="checkbox"/> Residential Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Non-Profit</p> <p><input type="checkbox"/> Residential Tenant <input type="checkbox"/> Business Tenant <input type="checkbox"/> Farm Owner</p> <p><input type="checkbox"/> Mobile Home Occupant <input type="checkbox"/> Non-Profit Owner <input type="checkbox"/> Farm Tenant</p>			
<p><u>Residential</u></p> <p><input checked="" type="checkbox"/> D.S.S. Housing <input type="checkbox"/> Adequate Replacement</p> <p><input type="checkbox"/> Comparable Housing <input type="checkbox"/> Comparable Replacement</p> <p><input type="checkbox"/> Non-D.S.S. Housing <input type="checkbox"/> Non-Code Compliant Repl.</p> <p><input type="checkbox"/> Publicly Assisted Housing <input type="checkbox"/> Discontinued Operation</p>		<p><u>Non-Residential</u></p>	

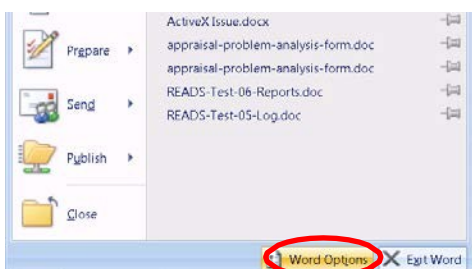
To Protect and Unprotect Word 2007 Documents

First turn on the Developer tab in Word. This only needs to be done once. The Developer tab will stay on.

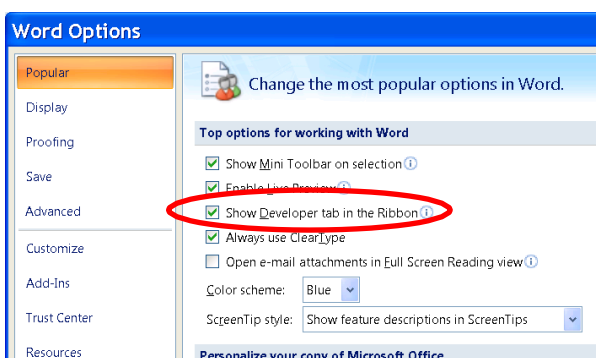
1. If the Developer Tab appears on the ribbon, skip to the next page



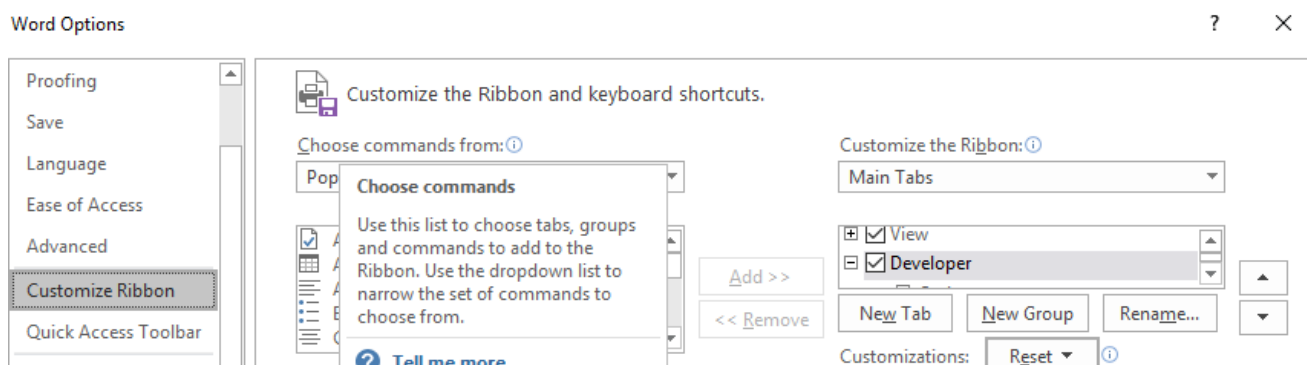
2. If the Developer tab does not appear, click the round Office Button in the upper left corner
3. Click the Word Options button



4. On the Word Options dialog (Popular tab) click Show Developer tab in Ribbon and click OK.



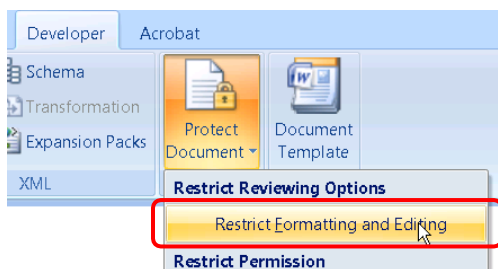
If you have Word 2010, Then click on File->Options->Customize Ribbons and place a checkmark next to Developer in the right panel.



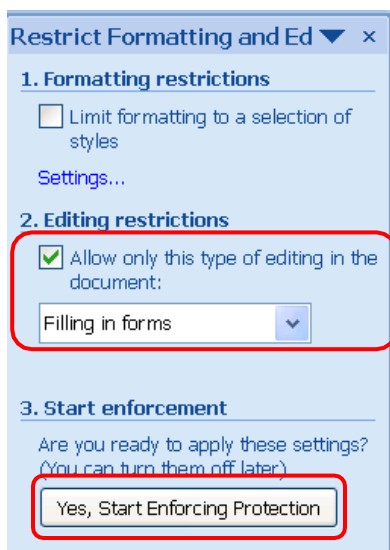
The Word Developer tab will now stay visible on this computer.

To protect an unprotected Word document

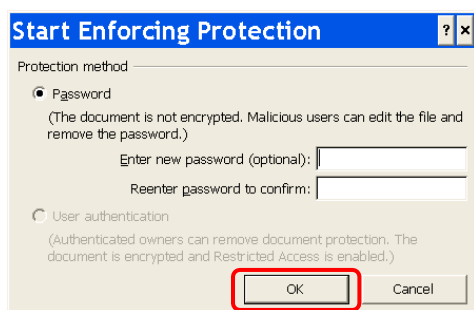
1. Click Developer > Protect Document > Restrict Formatting and Editing



2. Check "Allow only this type of editing in the document:" and set the pull down menu to Filling in forms.



3. Click Yes, Start Enforcing Protection
4. Leave the password fields blank and click OK.



To unprotect a protected Word document (not secured with a password)

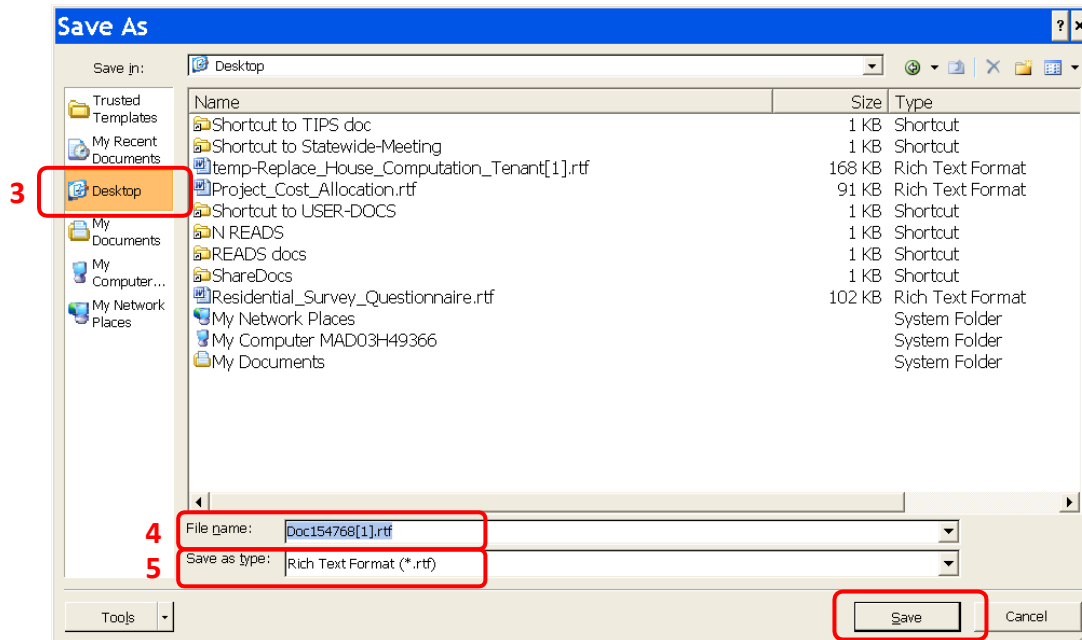
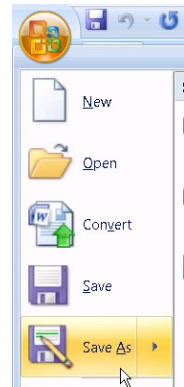
1. Click Developer > Protect Document > Restrict Formatting and Editing
2. Click the Stop Protection button in the lower right.

Stop Protection

To complete the Individual Relocation Case Report you must do some editing in Word.

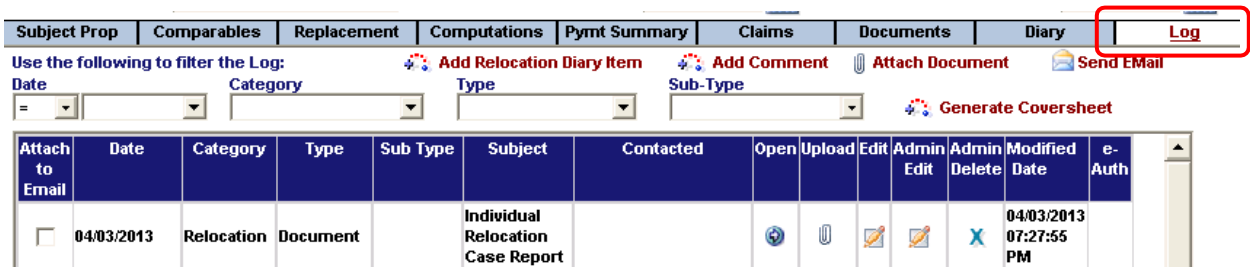
Documents modified in Word are not automatically saved back to the READS log. To save a modified document to the log, first save a copy on your desktop and then use the “paper clip” upload button in the log to put the document back in READS.

1. Make necessary changes to the document in Word.
2. Click the round Office button and click Save As
3. In the Save As dialog box, click Desktop on the left side
4. Make a mental note of the file name (in this case, Doc154768[1].rtf)
5. Check that the Save as type is set to Rich Text Format (*.rtf) and click Save.
Save as type must be set to Rich Text Format or the document will be unreadable in READS.



Now put the modified Individual Relocation Case Report back in the READS log

1. Click the Relocation Log tab



Notice that the Case Report is the most recent document in the log

- Click the paper clip Upload button for the Individual Relocation Case Report.

Subject	Contacted	Open	Upload	Edit
Individual Relocation Case Report				

The Document Info screen appears

DOCUMENT INFO

Save Cancel

Document

Browse...

Prepared Date

04/03/2013

Document Type

Individual Relocation Case Report

Subject

Individual Relocation Case Report

Description

Prepared By

Drew D Kottke

Updated On

04/03/2013 07:27:55 PM

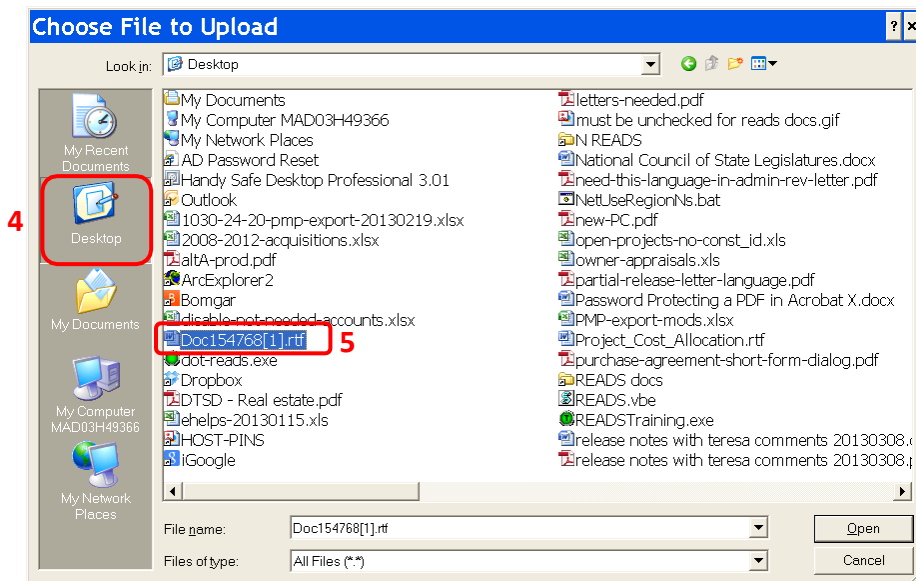
Sub-Type

Updated By

wisadk

Notice that the Document Type and the Prepared Date refer specifically to the Individual Relocation Case Report that you generated a few minutes ago.

- Click the Browse button and the Choose File to Upload dialog appears



- Click Desktop on the left side
- Double-click the modified Individual Relocation Case File that you saved there a moment ago. You will be returned to the Document Info screen
- Click Save

READS will upload the modified version of the Individual Relocation Case Report and overwrite the original.

Notify the Statewide Relocation Coordinator that the Individual Relocation Case Report has been completed

1. Click Edit

Back Edit Notify CO Re Case Rpt Lease

DOA Brochure Sent	05/30/2012
90 Day Notice to Vacate	05/30/2012
30 Day Notice to Vacate	
Move Inspection Date	07/09/2012
Actual Vacate Date	07/01/2012
Residency Cert Signed	
Case Report Prepared	

2. Double click in the Case Report Prepared field to enter today's date and click Save
3. Click the Notify CO Re Case Rpt button on the Relocation screen

Relocation Back Edit Notify CO Re Case Rpt Lease

4. In the email dialog box, click Address Book

Webpage Dialog

Email

To: [Field]

Cc: [Field]

Bcc: [Field]

Subject: Relocation Case Report is ready for review

Message: Relocation Case report for the following Relocatee is ready for review

File Attachments: [Field]

Address Book

5. In the Address Book, click Acquisition Team and then click Kassandra Walbrun (below left)

Close

Fill in: ☒ To ☐ Cc ☐ Bcc

Select address book, then click on name:

☐ Participants

☒ Acquisition Team

Drew D Kottke (Relocation Specialist)

Kassandra Walbrun (Statewide Relocation Co)

Nanette E Vetsch (Acquisition Specialist)

Close

Fill in: ☐ To ☒ Cc ☐ Bcc

Select address book, then click on name:

☐ Participants

☒ Acquisition Team

Drew D Kottke (Relocation Specialist)

Kassandra Walbrun (Statewide Relocation Co)

Nanette E Vetsch (Acquisition Specialist)

6. Click Cc and then click Drew Kottke (above right).

In practice you could use the Cc function to send yourself a copy of the message for your records.

7. Click Close
8. Add additional comments in the body of the email message if desired and click Send

BUSINESS MOVING EXPENSES – WORKSHEET

Unnumbered 05/2012

Wisconsin Department of Transportation

Business name	Present address	Replacement address
-- Complete all applicable areas --		
1. Transportation of personal property (includes packing, crating, unpacking and uncrating). [Adm. 92.56(b)]		\$
2. Dismantling, disconnecting, reassembly and reinstallation of personal property. [Adm. 92.52(c)]		\$
3. Utility and service line reconnection (including telephone). [Adm. 92.52(c)]		\$
4. Utilities from R/W to replacement site. [49 CFR Part 24.303(a)]		\$
5. Searching expenses (\$2,500 max). [49 CFR Part 24.301(g)(17)]		\$
6. Physical changes necessary at replacement property to accommodate personalty. [Adm. 92.52(c)]		\$
7. Storage for _____ months (requires preapproval). [Adm. 92.52(d)]		\$
8. Replacement value insurance for move. [Adm. 92.52(f)]		\$
9. Licenses, permits and certification fees for business operation. [Adm. 92.52(h)]		\$
10. Professional services (requires preapproval). [49 CFR Part 24.303(b)]		\$
11. Stationery; re-lettering; and, reprinting (based on existing stock). [Adm. 92.52(k)]		\$
12. Sign re-lettering. [Adm. 92.52(k)]		\$
13. Loss of tangible personal property/substitute property. [Adm. 92.56(2)]		\$
14. Reasonable cost to sell personal property not relocated. [49 CFR Part 24.301 (15)]		\$
15. Self-move – lower of two bids (attached). Requires self-move agreement (attached). [Adm. 92.56(1)(b)]		\$
16. Low value / high bulk property. [Adm. 92.56(1)(c)]		\$
17. One time impact fees. [49 CFR Part 24.303(c)]		\$
18. Other items considered necessary. [Adm. 92.52(o)]		\$
Total		\$

Note: Supporting documentation (receipted invoices, etc.) must accompany claim.

Project ID

Highway

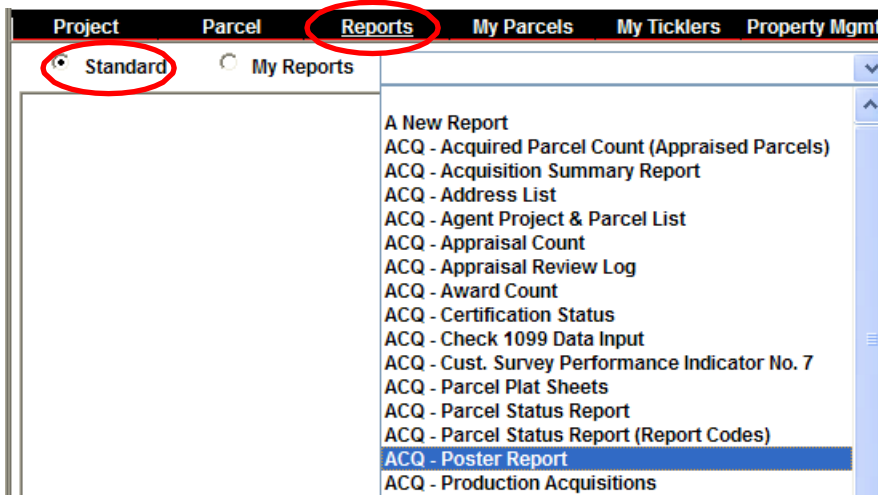
Parcel No.

Reporting in READS

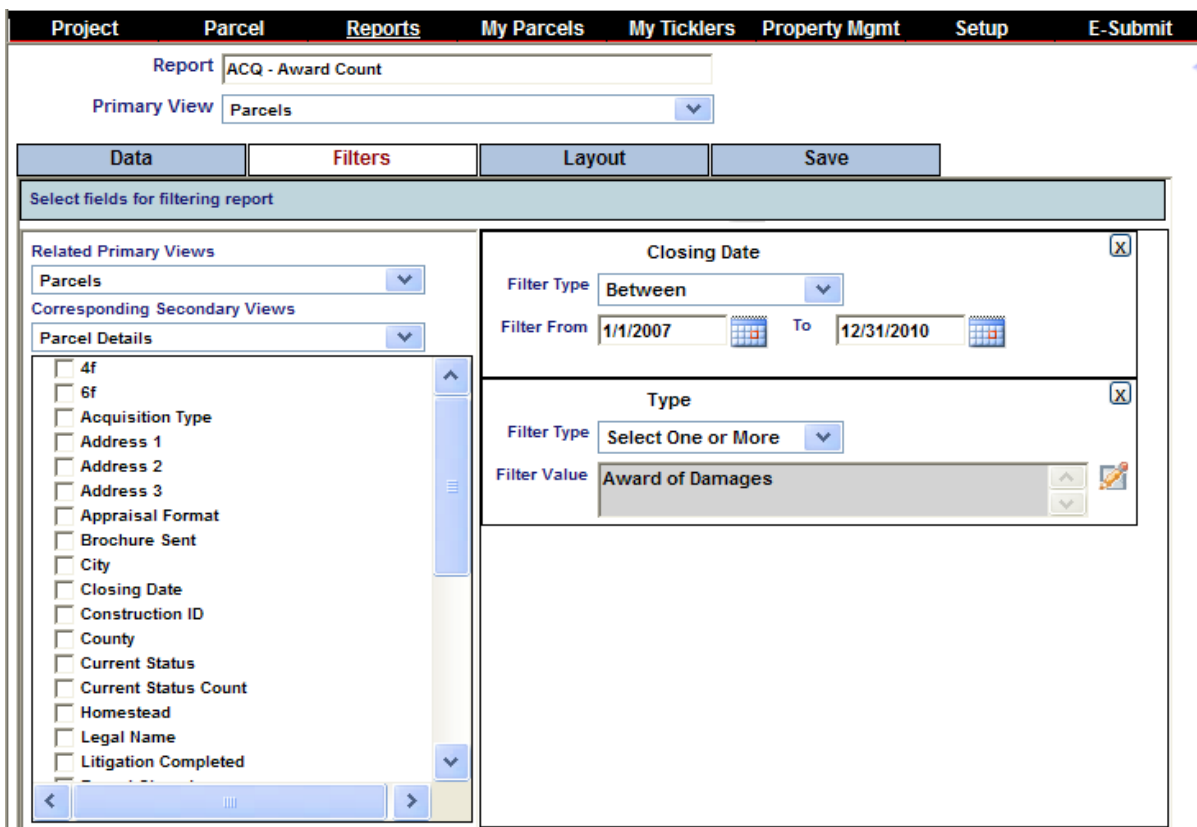
From the main menu, click Reports

Select Standard

From the pull down list, select the desired report



The report detail appears and the Filters tab opens by default



Filters must be specified prior to running reports to achieve the desired result.

To run a report on a single project, add the filter “Project ID” and specify “Exact Match” and then enter the Project ID with dashes.

The screenshot shows the 'ACQ - Poster Report' interface. The 'Report' dropdown is set to 'ACQ - Poster Report'. The 'Primary View' is set to 'Parcels'. The 'Filters' tab is active. In the 'Select fields for filtering report' section, the 'Project ID' filter is selected in the 'Related Primary Views' list. The 'Filter Type' for 'Project ID' is set to 'Exact Match' and the 'Filter Value' is '1559-08-23'. The 'Run Report' button is visible in the top right corner.

To add a date range, add the filter “Closing Date” and specify “Between” and then enter the desired date range.

The screenshot shows the 'ACQ - Poster Report' interface. The 'Report' dropdown is set to 'ACQ - Poster Report'. The 'Primary View' is set to 'Parcels'. The 'Filters' tab is active. In the 'Select fields for filtering report' section, the 'Closing Date' filter is selected in the 'Related Primary Views' list. The 'Filter Type' for 'Closing Date' is set to 'Between' and the 'Filter Value' is '01/01/1998 To 12/31/1998'. The 'Run Report' button is visible in the top right corner.

Remember that in READS you must always enter a 4 digit year. You may either enter 4 digits for month and day or enter slashes. For example Jan 9, 2011 may be entered either as 01092011 or 1/9/2011.

Once the filters are set as desired, click Run Report in the upper right part of the screen.

READS opens the report in a new Window. Note that reports may span many pages.

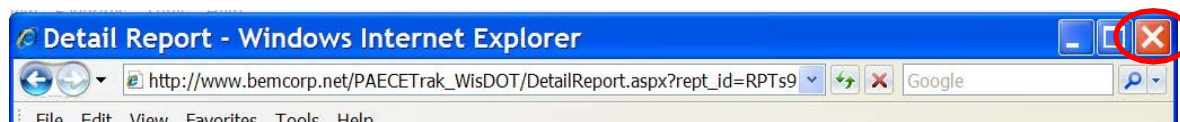
As Of: 01/18/2011

Poster Report

Parcel No	Parcel Type	Owner	Appraiser	Approval Date	Acquisition Specialist	Initiations of Negotiations	Offer Accepted	Closing Date
Project ID: 1559-08-23 County: Project Name: 85th St. - CTH K Termini: Houlton - New Richmond Rd. Highway: STH 64								
1	Major Improved	Robert E Blahoski and Marcell K Blahoski	Ted M Morgan	11/05/1996	Lou Ann Chartier	12/10/1996	01/02/1997	01/22/1997
2	Major Improved	Henry O Christopherson and Mildred W Christopherson	Ted M Morgan	01/03/1997	Lou Ann Chartier	01/24/1997	10/03/1997	10/03/1997
3	Major Improved	Joel A Priebe and Sharon K Priebe	Ted M Morgan	11/06/1996	Lou Ann Chartier	12/10/1996	12/12/1996	01/03/1997
4	Major Improved	Robert Duis and Carol Duis	Ted M Morgan		Lou Ann Chartier	01/24/1997	05/28/1997	05/28/1997
5	Intermediate	Herbert J Rebhan and Laura J Rebhan	Ted M Morgan	11/25/1997	Jeffrey J Abboud	12/30/1997	01/22/1998	01/22/1998
6	Major Improved	Raymond J Garske and Joan M Garske	Ted M Morgan	12/11/1997	Jeffrey J Abboud	12/18/1997	01/16/1998	01/16/1998
7	Major Improved	Paul A Hendricks and Wendy K Hendricks	David Deneen	01/22/1998	Allen J Holmstrom	03/06/1998	06/05/1998	06/04/1998
8	Complex Improved	Alano Society of New Richmond Inc.	Ted M Morgan	07/27/1998	Allen J Holmstrom	08/14/1998	03/29/1999	04/29/1999
9	Major Improved	Harold R Rosenow and Joan M Rosenow	Ted M Morgan	06/15/1998	Lou Ann Chartier	06/18/1998	06/26/1998	10/04/1998
10	Major Improved	Matthew S Myers and Pamela J Myers	Ted M Morgan	03/24/1998	Lou Ann Chartier	04/17/1998	04/17/1998	04/27/1998
11	Major Improved	Herbert Roettger and Nyla C Roettger	Ted M Morgan	06/15/1998	Lou Ann Chartier	06/25/1998	06/25/1998	08/07/1998
12	Intermediate	Sherman R Boucher and Jean M Boucher	David Deneen	08/10/1998	Allen J Holmstrom	08/11/1998	08/11/1998	10/16/1998

Page 1 of 4 Print Convert To Excel **Create Log**

When done, close the Detail Report window using the X in the upper right corner



Exporting to Excel

To Export to Excel use the Create Log button. Use of the Convert To Excel button is not recommended when there are Project IDs in the report. Project IDs may be converted to dates and the vertical alignment of cells makes reading the report difficult without modification.

1. Click Create Log

READS opens another window and then asks if you want to Open, Save or Cancel.

2. Click Open

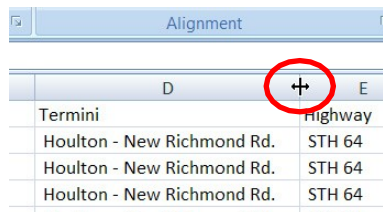
Excel opens the report.

3. To return to READS, in addition to closing the Detail Report window, close the blank browser window using the red X in the upper right corner.

Hints for Formatting Reports in Excel

Column Width

To change the width of columns, click to the right of the column letter and drag to the desired width. Double-click to automatically size to fit the widest entry in the column. Rows may be sized similarly.

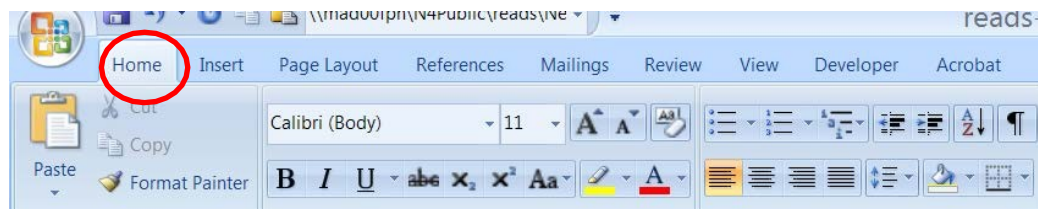


	D	E
	Termini	Highway
	Houlton - New Richmond Rd.	STH 64
	Houlton - New Richmond Rd.	STH 64
	Houlton - New Richmond Rd.	STH 64

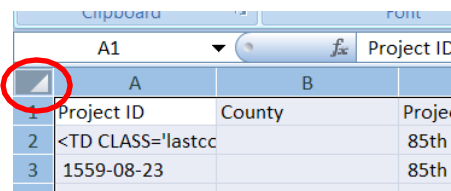
You may also right-click on a column letter and select Column Width from the pop-up. Enter the column width desired. The number is very roughly the number of characters that will fit in the cell.

Cell Formatting

With cells selected, you can change the font, text size, text color, orientation, etc. from the Home tab on the ribbon.

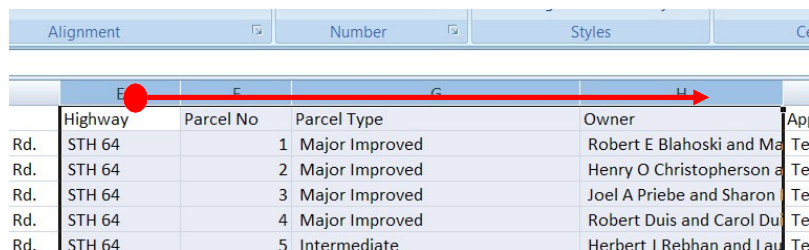


Formatting in Excel applies only to selected cells. To select all cells in a spreadsheet, click in the upper left area of the spreadsheet.



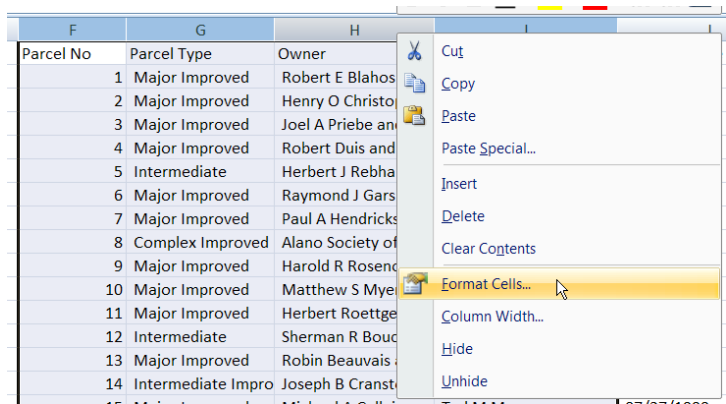
	A	B
1	Project ID	County
2	<TD CLASS="lastcc	85th
3	1559-08-23	85th

To select multiple columns, click on the left most column letter, hold the mouse button down and drag to the right-most column letter. Release the mouse button. The columns will be selected. Multiple rows may be selected in a similar manner.



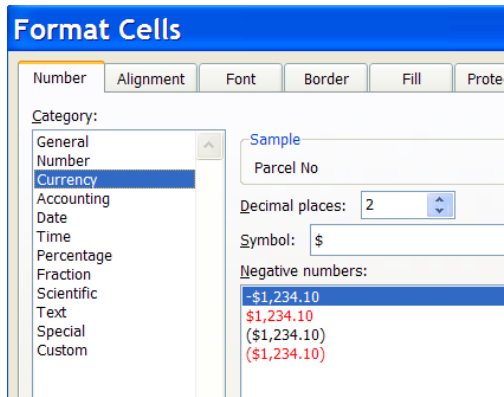
	E	F	G	H
	Highway	Parcel No	Parcel Type	Owner
Rd.	STH 64	1	Major Improved	Robert E Blahoski and Ma
Rd.	STH 64	2	Major Improved	Henry O Christopherson a
Rd.	STH 64	3	Major Improved	Joel A Priebe and Sharon
Rd.	STH 64	4	Major Improved	Robert Duis and Carol Du
Rd.	STH 64	5	Intermediate	Herbert I Rebhan and Lau

You may also select cells then right-click on the cells and select Format Cells from the pop-up menu.

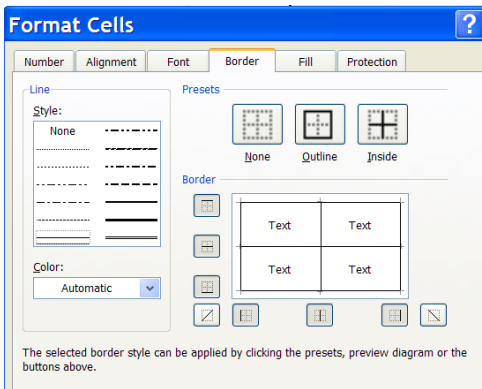


Some Common Formatting Options

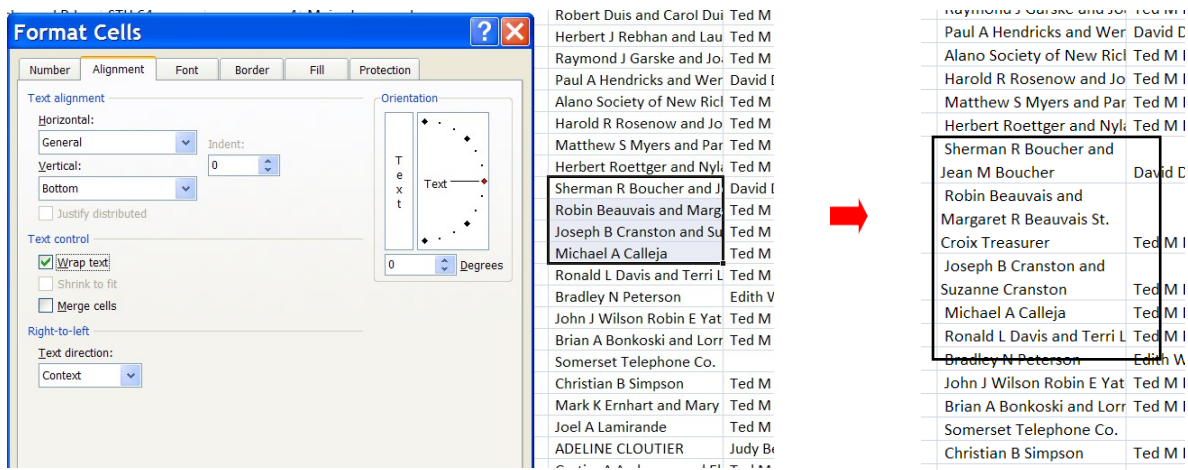
Format Currency



Add or Change Borders



Wrap Text



My Reports

READS allows users to copy and modify reports and save them as “My Reports.” Unless granted an exception by management, users are limited to 10 My Reports.

It is possible to create a report from scratch but the easiest method is to copy an existing report.

Click Reports then click Copy Report



The Copy Reports window appears. Here you specify where to copy the report from and where to save the new report. You may copy from your own My Reports, the Standard Reports or another users My Reports. Give the new report a meaningful name and click Send Report.

READS -- Webpage Dialog

☐ From My Reports ☒ From Standard ☐ From Other User

Select the From Report Name

ACQ - Parcel Status Report

☐ To My Reports ☒ To Standard ☐ To Other User

Enter New Report Name

ACQ - Parcel Status Report

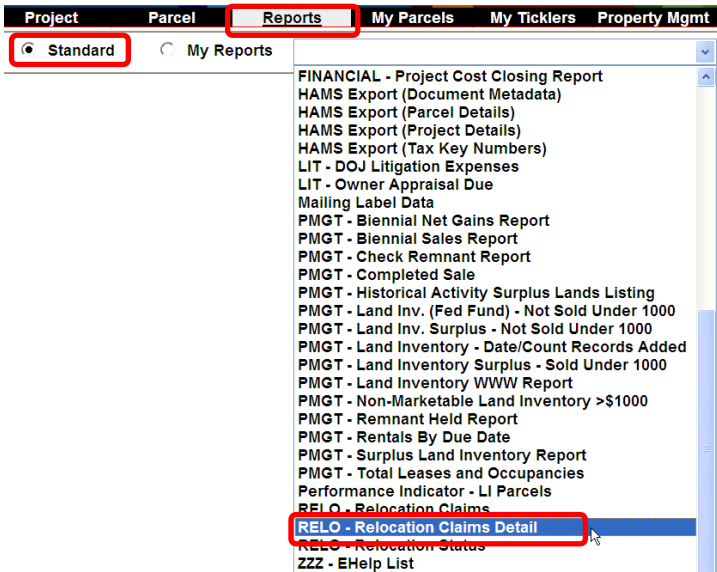
Send Report Cancel

Once the report is in you're my Reports you may modify the report if needed and resave it.

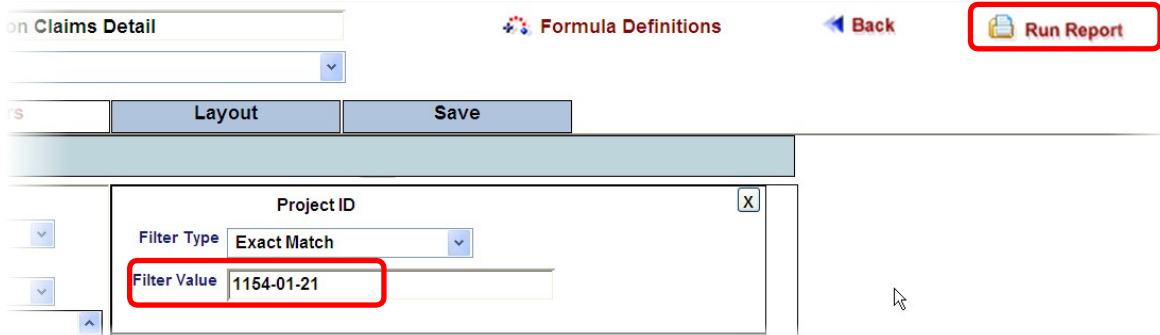
Exercise 11 – Reports (10 minutes)

Running the READS Relocation Claims Detail Report

1. Click Reports > Standard > RELO – Relocation Claims Detail



2. On the Filter tab, in the Project ID field enter your assigned Project ID



3. Click Run Report



4. Close the READS report window

- Click Reports > Standard > RELO – Relocation Claims Detail
- Remove the Project ID Filter by clicking on the X button by the Project ID filter

Report: RELO - Relocation Claims Detail

Primary View: Parcels

Formula Definitions

Data Filters Layout Save

Select fields for filtering report

Related Primary Views: Parcels

Corresponding Secondary Views: Parcel Details

4f
6f
Acquisition Type
Address 1
...

Project ID
Filter Type: Exact Match
Filter Value: 1154-01-21

Approved On
Filter Type: Not Blank(Filled In)

- Add a specific Relocation Specialist
- Click the down arrow under Corresponding Secondary Views and select Roles (below left)

Related Primary Views: Parcels

Corresponding Secondary Views: Roles

Parcel Details
Conveyance Summary
Conveyance Documents
Taxing Unit
Roles
Parcel Owners
Miscellaneous Info

Related Primary Views: Parcels

Corresponding Secondary Views: Roles

Acquisition Specialist
Appraiser
Litigation Specialist
Program Associate
Project Manager
Property Management Agent
Relocation Agent
Review Appraiser

- Place a checkbox next to Relocation Agent (above right)
- Set the Relocation Agent Filter Type to “Select One or More”

Report: RELO - Relocation Claims Detail

Primary View: Parcels

Formula Definitions Back Run Report

Data Filters Layout Save

Select fields for filtering report

Related Primary Views: Parcels

Corresponding Secondary Views: Roles

Acquisition Specialist
Appraiser
Litigation Specialist
Program Associate
Project Manager
Property Management Agent
Relocation Agent
Review Appraiser

Approved On
Filter Type: Not Blank(Filled In)

Relocation Agent
Filter Type: Select One or More
Filter Value: Jessie Prien

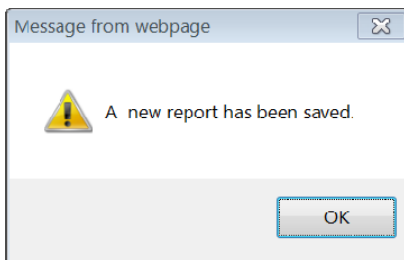
- Click the Edit button next to the Filter Value and select yourself from the list and click Save
- Click Run Report
- After reviewing the report, Close the READS report window

Save a copy of the report in My Reports

1. Click the Save tab

The screenshot shows the 'Reports' tab selected in the top navigation bar. Below the navigation bar, the 'Report' dropdown is set to 'RELO - Relocation Claims Detail'. The 'Primary View' dropdown is set to 'Parcels'. A row of buttons includes 'Data', 'Filters', 'Layout', and 'Save', with the 'Save' button highlighted by a red rectangle. Below this row, the 'Enter Report Name Here' field contains 'RELO - Relocation Claims Detail'. The 'Description' field contains 'Final Standard'. At the bottom, there are four buttons: 'Update Report', 'Delete Report', 'Save as New Std Report', and 'Save as New My Report', with the last button highlighted by a red rectangle.

2. Add a description if you wish and click Save as My Report
3. Click OK on the popup



4. Now click My Reports.

You will see the new report in the list

The screenshot shows the 'Reports' tab selected in the top navigation bar. Below the navigation bar, there are two radio buttons: 'Standard' and 'My Reports'. The 'My Reports' radio button is selected and highlighted by a red rectangle.

Once the report is in you're My Reports you may copy it, modify it, rename it, etc.

READS TRAINING EVALUATION Wisconsin Department of Transportation

Your input will help us in our continuing effort to improve the effectiveness of our READS training courses. Thank you for taking the time to complete this form. Return this completed form to: Drew Kottke; WisDOT; 4802 Sheboygan Ave – Room 501 Madison, WI 53705.

Course Title	Date of Training
Instructor Names(s)	Your Name (Optional)

1. Overall, how would you rate this course? Check one number (10 = High; 1 = Low)

☐ 10 ☐ 9 ☐ 8 ☐ 7 ☐ 6 ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

2. The instructor covered the course objectives.

☐ Strongly Agree ☐ Agree ☐ Slightly Agree ☐ Slightly Disagree ☐ Disagree ☐ Strongly Agree

3. The instructor used effective presentation skills.

☐ Strongly Agree ☐ Agree ☐ Slightly Agree ☐ Slightly Disagree ☐ Disagree ☐ Strongly Agree

4. To improve this training, what would you:

Expand:

Add:

Delete:

5. Give other general comments about the course instructor or content.

WISCONSIN DEPARTMENT OF TRANSPORTATION

READS Electronic Signature Request

For individuals that would like READS to place a facsimile of their signature on documents generated from READS (when appropriate).

1. Print this page on white paper
2. Enter your name and email address

3. Using black ink, sign inside the box

4. Scan to PDF and email to me at: drew.kottke@dot.wi.gov

We'll add your electronic signature to READS. Please call or email with questions.

–Drew 608 267-9074