**APPRAISAL ORDER REQUEST - SURPLUS PARCEL** Wisconsin Department of Transportation

RE1046 03/2017

Note: All items marked by an asterisk are required.\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \*Requested by: | | \*Date requested: | | | |
| \*Phone #:       / email: | | \*Desired delivery date: | | | |
| \*Region: | \*Project ID: | | | \*Parcel #: | |
| \*Review appraiser: | | | \*Phone #:       / email: | | |
| \*Suggested surplus property appraisal report format:  Appraisal Report Non-Complex (RE1006 [abbreviated]);  Appraisal Report Complex (RE1008 [full narrative]);  Other: | | | | | |
| \*Preliminary marketing category determination:  general marketable;  limited marketable;  non-marketable | | | | | |
| ~ Be sure a parcel exists in READS and the information is current ~ | | | | | |
| Assignment information | | | | | |
| \*Property address: | | | \*Municipality: | | \*County: |
| \*Property type: | | | \*Subject property size: | | |
| \*Tax ID or adjacent tax ID: | | | | | |
| \*Existing use:  agricultural;  commercial/retail;  industrial;  residential-multi family;  residential-single family;  special purpose;  other: | | | | | |
| \*Interests selling (i.e., fee simple, access, other): | | | | | |
| Improvements (check all that apply):  driveway;  fencing;  irrigation equip.;  landscaping;  off-premise sign;  on-premise sign;  parking spaces;  primary bldg. improvement;  secondary bldg. improvement;  other: | | | | | |
| \*Describe all restrictions that apply to subject property | | | | | |
| Access: | | | | | |
| Billboards: | | | | | |
| Buildings/structures: | | | | | |
| Public use/transportation use: | | | | | |
| Other restrictions: | | | | | |
| Other features, circumstances, uses or issues | | | | | |
| contamination;  parking;  leases;  site improvements (well, septic, fence, etc.);  offers on property;  listings on property;  other: | | | | | |
| Check all that are available and provide electronic copies (include additional details/comments, if/where necessary) | | | | | |
| Acquisition appraisal: | | | | | |
| \*Copy of original plat - highlighted: | | | | | |
| Deed where WisDOT purchased property: | | | | | |
| \*Exhibit displaying legal description (i.e., plat of survey, CSM, other survey exhibit) | | | | | |
| \*If an individual has requested to purchase:  Adjacent certified survey map (CSM):  Adjacent deed:  \*Adjacent owner name:  \*Adjacent owner contact info. - phone #:       / email:  \*Request letter and any other pertinent information: | | | | | |
| \*Landlocked conditions, if any: | | | | | |
| \*Legal description with restrictions: | | | | | |
| Negotiation Diary (RE2058 - READS template): | | | | | |
| Photos of parcel: | | | | | |
| Land Inventory Diary (RE1047 - READS template): | | | | | |
| Region sign-off sheet: | | | | | |
| Other items attached: | | | | | |
| Additional comments: | | | | | |