## SURPLUS LAND SALE CHECKLIST

**Wisconsin Department of Transportation**

**RE2207** 04/2015  s.84.09(5) Wis. Stats.

### Project ID  Parcel No.  WisDOT original land cost  Date

<table>
<thead>
<tr>
<th>Property location</th>
<th>Current zoning</th>
<th>Unit Size (acres)</th>
<th>Is land currently rented?</th>
<th>Rent charged $</th>
<th>Sale type</th>
<th>Public  Private</th>
</tr>
</thead>
</table>

- No
- Yes, tenant name

### Public Sale

- Sealed bid, type of advertising
- No. of bids  Winning bid  Date awarded

**Sealed bid comments**

- Auction, type
- Open bid
- Other

- Was auction service selected competitively?
  - No
  - Yes, describe

- No. of companies contacted  Winning company

- Why was this company selected?
  - Lowest fee
  - Specialization
  - Only respondent
  - Best overall terms
  - Other, explain

### Cost / terms of auction contract

- Minimum specified bid $  No. of bidders  Winning bid
- Marketed through realtor, exceptional cases

- Why was this method chosen over sealed bid process?
  - Was realtor selected competitively?
    - No
    - Yes, describe

- No. of realtors contacted for bids  Winning company

- Why was this company selected?
  - Lowest fee
  - Specialization
  - Only respondent
  - Best overall terms
  - Other, explain

- Fee $  Other terms of listing contract

**Comments**

### Private Sale

- Sale to abutter; not possessing characteristics that make it valuable to general public because
  - Non-buildable
  - Landlocked
  - Shape
  - Frontage of abutter

- Public sale to another party would significantly impact circumstances of abutting owner, describe in detail

- Explain sale to mitigate department costs

- Explain sale for mutual benefits between agencies

- Public use, explain
  - Transportation related
  - Non-transportation related

- Selling price $  Appraised value $  Appraisal date

### Attachments

- Location map
- Plat or sketch
- Appraisal
- Other

### Comments

Include additional pages if needed.