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| **Division of Transportation System Development**Bureau of Technical Services4822 Madison Yards Way, 5th Floor SouthPO Box 7986Madison, WI 53707-7986 | **Governor Tony Evers****Secretary Craig Thompson**wisconsindot.gov |  |

**Surplus Land Sale Audit Checklist**

**PROJECT ID:**

**PARCEL #(s):**

**HIGHWAY:**

**MUNICIPALITY:**

**COUNTY:**

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

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| **YES** | **NO** |  |
|  |  | **Date the parcel was originally placed on a marketing plan or advertised to the general public** | Date:       |
|  |  | **Date all section signoffs were completed** | Date:       |
|  |  | **Date the sealed bid was advertised (if applicable)** | Date:       |
|  |  | **Date of the sealed bid opening (if applicable)** | Date:       |
|  |  | **Date the offer was accepted** | Date:       |
|  |  | **What was the appraised/estimated value and sale price of the parcel?** |
|  |  | Appraised/Est. Value: $      | Proposed Sale Price: $      |
|  |  | If the sale price is less than the appraised value, please describe your efforts to negotiate a price closer to the appraised value. |       |
|  |  | **If the assessed valuation method is used for non-marketable parcel $15,001-$50,000 in value, was the valuation reviewed by a regional or BTS review appraiser?** |
|  |  | **Has the marketability of the parcel changed at any time since it was originally entered into READS?** |
|  |  | If yes, please explain why the marketability changed. |       |
|  |  | **If the parcel is located on a project completed after May 25, 2006 and is therefore subject to the provisions of s. 84.09(5)(b), please answer the following:** |
|  |  | Date the project was completed (closed in FIIPS) | Date:       |
|  |  | If the parcel is general or limited marketable and the recommended sale is below its appraised value, has the parcel been on a marketing plan or advertised to the general public for over one year? |
|  |  | Was the parcel marketed within 24 months of completion of the highway project? |
|  |  | If the answer to any of the questions above was ‘no’, please explain why. |       |
|  |  | **Does the mapping provided in the sale packet clearly delineate the sale area?** |
|  |  | **If the parcel is general marketable, was the parcel offered for 60 days to the DNR, county, municipality and local school district per s. 84.09(5)(c)?** |
|  |  | **If the parcel is general marketable and the 60-day period expired without local interest, were Wisconsin Tribes informed of the parcel’s availability through the Region Tribal Liaison?** |
|  |  | **Is access defined in the quit claim deed for the parcel being sold?** |
|  |  | **Is the buyer of this parcel a WisDOT employee or immediate family?** |
|  |  | **To the best of your knowledge, have all other aspects of the sale been completed in accordance with Section 6 of the Real Estate Program Manual and Chapter 84.09(5) of the Wisconsin Statutes?** |