**Acquisition Agent Reference Guide**

**(The guide does not get submitted to the Master File for Project1)**

|  |
| --- |
|[ ]  **210 Memo / Transmittal of Acquisition Documents** |
|  | Verify a copy of this form is attached to all acquisition packets submitted to Helena |
|[ ]  **200 Right-of-Way Agreement (also needed for Tribal acquisition and Tribal lessee interest)** |
|  | Verify header information (R/W Project ID, Ctrl #, Designation, Parcel #, stationing, etc.) is correct |
|  | Verify Landowner name matches title commitment and R/W Plans |
|  | Verify compensation amounts match latest valuation document (waiver valuation, 409, 458 or 297 |
|  | Verify that total amounts called out in warrant clauses add up to total compensation amount or lump sum. |
|  | Review to ensure that there is a separate warrant clause for withheld amount if any |
|  | Verify clause 301.32 is included when compensation is under $25,000 and waiver valuation was prepared |
|  | Verify NSOP's approved by engineer |
|  | Verify signatures correspond to ownership shown on pg. 1 of Agreement and have date included |
|  | Verify Agreement has been signed and dated by Acquisition Agent & Supervisor |
|  | Verify Agreement signed by all property owners (i.e.., contract buyer and sellers, etc.) |
|  | Verify that Lessee, if any, has signed a R/W Agreement |
|  | Verify that appropriate warrant clause has been used if there is a mortgage, trust indenture or lien involved |
|  | Verify that appropriate mortgage or trust indenture clause (301.39 or 301.40) has been added, if applicable |
|  | Verify that Acquisition Agent is not the Appraiser if total compensation is over $10,000 |
|[ ]  **W-9** |
|  | Verify the Legal Name matches how name in warrant clause is called out, unless Trade Name is filled in |
|  | If Trade Name is filled in, verify that Trade Name matches how name in warrant clause is called out |
|  | Verify that mailing address matches address in warrant clause |
|  | Verify the correct Entity is checked |
|  | Verify taxpayer ID # is filled in and correct based on the Legal Name entered |
|  | Verify Name, Title, telephone #, Signature and Date have been filled in |
|[ ]  **Deed and/or Easement** |
|  | Verify date on front of document has been added and matches date of last notary |
|  | Verify legal description is correct and specifies the correct # of pages for the exhibit |
|  | Verify exhibit is attached and shading is dark and clearly visible |
|  | Verify that owner name is the same on the front of document, on the signature line, and in the notary |
|  | Verify Notarial Block completed correctly - including seal stamp |
|  | Verify deed/easement signed by all property owners (i.e., contract buyers and sellers, etc.) |
|[ ]  **Realty Transfer Certificate (RTC)** |
|  | Verify one original RTC included for each deed and Form 254 (Statement of Acknowledgment) |
|  | Verify Date of Sale has been added to RTC |
|  | Verify Buyer and Seller names match Grantor and Grantee names on the deed |
|  | Verify last four digits of the taxpayer id # & phone numbers have been added for each Seller and Buyer |
|  | Verify Legal Description includes the acreage (except Access Control Only deeds) |
|  | Verify that Exhibit box has been marked and exhibit is attached |
|  | Verify that appropriate boxes are marked (No Sale Price, Transfer to Gov't Agency, etc.) |
|  | Verify that appropriate Water Right Disclosure box is marked and signed by Landowner |
|  | Verify that Preparer Information is completed and signed |

|  |
| --- |
|[ ]  **254 Statement of Acknowledgement (Termination of Joint Tenancy)** |
|  | Verify form uses same legal description and exhibit as the Deed or Easement |
|  | Verify form has been signed and notarized correctly |
|  | Verify Grantor contains the name of the deceased joint tenant |
|  | Verify Grantee contains the name of the surviving joint tenants |
|[ ]  **Irrigation Agreement w/ exhibit** |
|  | Verify header information (R/W Project ID, CTRL #, Designation, Parcel #, etc.) is correct |
|  | Verify Landowner name matches title commitment and R/W Plans |
|  | Verify form is filled out & exhibits attached |
|  | Verify form is signed & witnessed |
|  | Verify form is signed by R/W Supervisor & District Administrator |
|[ ]  **Verify signing authority is included when Grantor is a Trust, LLC, LLP, etc.** |
|  | Trust - Original Form 218 - Affidavit of Trustee - signed by Trustee and notarized |
|  | Trust - Copy of Trust Agreement |
|  | LLC - Copy of Secretary of State printout |
|  | LLC - Copy of Operating Agreement |
|  | LLP - Copy of Secretary of State printout |
|  | LLP - Copy of Partnership Agreement |
|  | Verify other documents required by title commitment are included in package |
|[ ]  **Change of ownership documentation** |
|  | NPI, deeds, etc. |
|[ ]  **212 Agreement and Grant of Possession** |
|  | Verify form has been completed and signed by all property owners (i.e., contract sellers and buyers, etc.) |
|  | Verify form addresses all construction items (i.e., fencing, approaches, construction permits, etc.) |
|  | Verify Acquisition Agent has signed form. |
|[ ]  **237 Grant of Possession of Leasehold Interest** |
|  | Completed and signed by all Lessees and/or tenants |
|  | Verify legal description and exhibits match the Deed or Easement |
|  | Verify signatures have been notarized if original lease is recorded |
|[ ]  **222 – 224 Release of Mortgage or Trust Indentures** |
|  | Completed documents for in-state mortgages and liens |
|  | Copies of out-of-state mortgages and liens |
|[ ]  **208 Parcel Acquisition History** |
|  | Verify that Owner information has been completed on first page |
|  | Verify that Mortgage information has been completed on first page |
|  | Verify that footer has been completed |
|  | Verify that History has been signed and dated by Acquisition Agent |
|  | If more than one Agent was assigned the parcel, make sure there is a separate history for each Agent. |
|[ ]  **203 Tax Reimbursement form** |
|  | Verify form has been signed by Acquisition Agent |
|  | Verify form correctly filled out and correct acreage is listed |

|  |
| --- |
|[ ]  **470 Waiver Valuation** |
|  | Verify Waiver has been Signed and Dated by Appraiser |
|  | Verify Waiver has been Approved and Dated by Supervisor, Reviewer, or Acquisition Manager |
|  | Waivers between $10,000-$25,000, verify Form 414 has been signed by landowner & is attached to Waiver. |
|[ ]  **201 Written Offer to Purchase** |
|  | Verify written offers have been signed by Acquisition Agent |
|  | Verify that summary statement is attached to each offer |
|  | Verify written offer included offer for uneconomic remnants, if applicable |
|  | Verify written addressed leasehold Interest, if applicable |
|  | Verify revised offers were provided to Landowners if appraisal or waiver valuation was revised |
|[ ]  **211 Waiver of Compensation (Donation)** |
|  | Completed and signed by all property owners for all donated land |
|  | Verify legal description and exhibits match the Deed or Easement |
|[ ]  **297 Appraisal Revision by R/W Supervisor or Acquisition Manager** |
|  | Verify Last Estimate of Value column matches the latest approved valuation document |
|  | Verify that documentation supporting the revisions is attached |
|  | Verify form is signed and dated by Supervisor or Acquisition Manager |
|  | If more than one 297 completed, verify total compensation change does not exceed $5,000 |
|[ ]  **299 Administrative Settlement** |
|  | Verify that settlements over $10,000 are approved by Acquisition Manager |
|  | Verify that settlements $10,000 and under are approved by District Supervisor or Acquisition Manager |
|[ ]  **219 Disclaimer of Interest in Tenant-Owned Properties** |
|  | Completed and signed by the fee Landowner |
|[ ]  **213 Preliminary Condemnation Report** |
|  | Verify information on header matches the rest of the file |
|  | Verify the compensation listed matches the latest valuation document |
|  | Verify Competed and signed by Acquisition Agent |
|[ ]  **214 Transmittal Memo for Condemnation Packet** |
|  | Verify form is submitted with the Preliminary Condemnation Report and supporting documentation |
|[ ]  **160 Salvage Appraisal** |
|  | Verify one has been completed and signed for each improvement valued at $10,000 or more |
|[ ]  **326 Consent to Owners to Grant ROW** |
|  | Verify one has one has been completed and signed by the owner and the lessee |