**Compliance Reference Guide**

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

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|  | **ROWA Received Entries** |
|  | Save the AP Forms to the Financial Folder |
|  | **210 Memo / Transmittal of Acquisition Documents** |
|  | Is the form signed by the Agent & Supervisor? |
|  | If the form signed by Agent who is the Supervisor, did they sign as Agent? |
|  | Is the form signed by Agent who is the Supervisor, approved by Acquisition Manager? |
|  | **200 Right-of-Way Agreement - (if applicable)** |
|  | Does the compensation amount and compensation categories match the latest valuation document (waiver, 297, 409 or 458)? |
|  | Does the compensation amount in #2 and #3 equal #4? |
|  | Is the agreement signed and dated by Acquisition Agent & Supervisor or Manager/Bureau Chief (over $10,000 Manager signature is required or if R/W Supervisor is the Acquisition Agent. Bureau Chief signs if Acquisition Manager is a party to the transaction or requests authorization/approval)? |
|  | Is the agreement signed by all property owners (i.e., contract buyer & sellers, etc.) and the Lessee? |
|  | Review the title commitments for outstanding liens to ensure listed and addressed. |
|  | **Deed and/or Easement** |
|  | Does the dates on the front of the documents match the last notary? |
|  | Does the owner’s name on the front of the document, signature line, and notary all match? |
|  | Is the notarial block completed correctly? |
|  | Is the document signed by all property owners (i.e., contract buyers & sellers, etc.)? |
|  | Are the backup documents provided, such as the Affidavit of Trustee, Trust Agreement, Secretary of State printout, Operating Agreement, Partnership Agreement, and any other documents required by title commitment included in package? If not, is Acquisition Manager approval provided for title policy wavier? |
|  | **Realty Transfer Certificate (RTC)** |
|  | Does the Buyer and Seller names match the Grantor and Grantee names on the deed? |
|  | Is the Date of Sale, the last four digits of the taxpayer id #, and phone numbers all been documented? |
|  | Is the appropriate box marked for the transfer? |
|  | Is the appropriate Water Right Disclosure box marked and signed by Landowner? |
|  | **201 Written Offer to Purchase – (If applicable)** |
|  | Is the form applicable to clause 301.32 on the R/W Agreement? |
|  | **203 Tax Reimbursement form – (if applicable)** |
|  | Is form signed and dated by the Acquisition Agent? |
|  | **208 Parcel Acquisition History** |
|  | Is form signed and dated by the Acquisition Agent? |
|  | **470 Waiver Valuation – (if applicable)** |
|  | Is the form signed, dated, and approved by the Acquisition Agent, Supervisor and/or Acquisition Manager? |
|  | Is the Waiver over $10,000? |
|  | If Waiver is over $10,000 – is form 414 attached and signed (must be dated prior to waiver valuation)? |
|  | **297 Appraisal Revision by R/W Supervisor or Acquisition Manager** |
|  | Is the form completed and signed? |
|  | **299 Administrative Settlement – (if applicable)** |
|  | Were settlements justified and approved per documented settlement authorities? |
|  | **222 – 224 Release of Mortgage or Trust Indentures – (if applicable)** |
|  | Are the forms completed & signed? |
|  | **211 Waiver of Compensation (Donation)** |
|  | Is the form completed & signed? |
|  | **273 Irrigation Agreement w/ exhibit** |
|  | Is the form completed and signed? |
|  | Are the Exhibit(s) attached? |
|  | **219 Disclaimer of Interest in Tenant-Owned Properties** |
|  | Is the form completed & signed? |
|  | **Copy the documents needed for payment to financial folder -** \\state\mdt\prd\Helena\EngDiv\PaymentProcessing\ToEngAdmin\RW |
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|  | **ROWA Payment Entries** |
|  | When payment documents are placed in the Finalized Docs Folder -Parcel Compliance folder, the entries can be applied to ROWA. |