Project ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parcel # \_\_\_\_\_\_\_

# CREATION AND NOTIFICATION PROCEDURES FOR SURPLUS LANDS AND ACQUIRED IMPROVEMENTS

# READS Entry

\*This allows the system to notify the correct team members and to input the data later into the land inventory.

\_\_\_\_\_ Confirm all screens in READS parcel are filled in.

\*See [addenda](#Reads_Entry) for key information that is transferred.

# Create Offer

\*The agency must offer to purchase all uneconomic remnants.

\*Creating the offer in READS allows the agent to make the appropriate offer. It will also ensure the proper information is transferred into the land inventory.

\_\_\_\_\_ Create an Alternate [Offer](#Create_Offer) in the Offer/Negotiation Screen

\_\_\_\_\_ If the entire parcel is being acquired, select Alternate Offer A

\_\_\_\_\_ If only portions of the remainder are being acquired as uneconomic remnants, select Alternate Offer B

\_\_\_\_\_ Offer is based on Existing Offer 1 – Offering Price.

\_\_\_\_\_ In the Allocations [screen](#allocation_screen), add new and select Remnant. Add the size and value of the remnant. The BTS review appraiser will verify that information.

\_\_\_\_\_ Notify the BTS review appraiser that the region is requesting an alternate offer be approved.

\_\_\_\_\_ Request an email be sent to you after the offer is approved.

# Generate Forms

\_\_\_\_\_ Generate [Alternate Offers to Purchase (RE1975)](#alternate_offer) in Reads Offer/Negotiation Screen (Documents tab).

\_\_\_\_\_ Enter your name in “compiled by”

\_\_\_\_\_ Select Alternate A or Alternate B

\_\_\_\_\_ Verify information is correct or revise.

\_\_\_\_\_ Explain reason for purchase of remnant. Provide as much detail as needed for a quality control analyst to understand.

\_\_\_\_\_ Describe support for purchase. Typically, this is the appraisal, but may include other factors.

\_\_\_\_\_ Generate the [Property Improvements / Remnant Report (RE1961)](#reports) in Reads Offer/Negotiation Screen (Documents tab).

\_\_\_\_\_ This [form](#property_improvement) should be provided to the property owner at Initiation of Negotiations

\_\_\_\_\_ Generate the [Property Inventory / Disposition Report (RE1949)](#reports) in Reads Offer/Negotiation Screen (Documents tab).

\_\_\_\_\_ In the [Word Document](#disposition), list any improvements to be acquired. The rest can be left blank.

\_\_\_\_\_ Upload a copy to READS parcel log.

# Close Parcel

\*This informs property management of the surplus parcel and any improvements that must be razed or maintained. It also creates a surplus land parcel in the land inventory for future disposal.

Complete the following steps AFTER closing with the parcel owner

\_\_\_\_\_ In the Offer/Negotiation screen (Negotiation Details tab), click the Close Parcel [button](#button). A [second screen](#remnant_info) will pop up.

\_\_\_\_\_ Enter the date of closing.

\_\_\_\_\_ Click on send notification emails

\_\_\_\_\_ If no improvements were acquired, there will be a link to notify the surplus land specialist about remnant. Click the link to send.

\_\_\_\_\_ If improvements were acquired, an option to email the property management specialist and an option to notify the surplus land specialist will be available. Click on each to send.

\_\_\_\_\_ Click close parcel

\_\_\_\_\_ A [notification](#closing) will pop up asking if you wish to create a land inventory record. Click ok.

# Final Notifications

\_\_\_\_\_ At the top of the READS screen is a [link](#final_notification) to Property Management Land Inventory. Click on this link

\_\_\_\_\_ Enter the project id and parcel number into the search parameters. You should see a record of the [surplus lands](#surplus) from the parcel.

\_\_\_\_\_ You should have received carbon copies of the email notifications sent to the property management specialist and/or surplus land specialist.

\_\_\_\_\_ Send an email to the property management specialist and/or surplus land specialist with the completed Property Improvements / Remnant Report (RE1961) and Property Inventory / Disposition Report (RE1949).

**READS Entry**

Items with a star are key components

*Parcel Information Screen:*

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*Acquisition Team Screen*

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*Interests Screen*

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*Appraisal Screen*

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[Back](#_READS_Entry_1)**Create Offer**

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**Allocation Screen**

1. Click “Edit” in Allocation tab”
2. Select “Remnant”
3. Describe remnant or remnant location on parcel.
4. Enter REMNANT size
5. Enter REMNANT value
6. Click Save

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**Generate Forms**

*Alternate Offer to Purchase*

* On Offer/Negotiation Screen (Documents Tab):
* Select “Alternate A or Alternate B”
* Click “Documents”
* Scroll to “Alternate Offers to Purchase (RE1975))”
* Click “Generate”

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1. Enter your name in “compiled by”
2. Select Alternate A or Alternate B
3. Verify information is correct or revise.
4. Explain reason for purchase of remnant. Provide as much detail as needed for a quality control analyst to understand.
5. Describe support for purchase. Typically, this is the appraisal, but may include other factors.
6. Click “Generate Document”

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*Property Improvements / Remnant Report & Property Inventory / Disposition Report (RE1949)*

* On Offer/Negotiation Screen (Documents Tab):
* Select “Alternate A or Alternate B”
* Click “Documents”
* Scroll to “Property Improvements / Remnant Report (RE1961) & Property Inventory / Disposition Report (RE1949)”
* Click “Generate”

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**SAMPLE PROPERTY IMPROVEMENTS / REMNANT REPORT**

RE1961 01/2023

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Improvements Retained by Owner | | | | | | | | | | | Retention Value | |
|  | | | | | | | | | | | $ | |
|  | | | | | | | | | | | $ | |
|  | | | | | | | | | | | $ | |
|  | | | | | | | | | | | $ | |
|  | | | | | | | | | | | $ | |
|  | | | | | | | | | | | $ | |
| Retention Value: | | | | | | | | | | | $ | |
|  | | | | | | | | | | | | |
| Remnant Purchased: | | | | | | |  | Primary Land Use | | | | |
|  | | | | | | | Residential (single family) | | | | |
| Acres acquired | | 2.75 | | | | | Residential (multi-family) | | | | |
| Acres required | | 2.50 | | | | | Commercial | | | | |
| = Remnant | | 0.25 | | | | | Industrial | | | | |
|  | |  | | | | | Specialty (church, lodge, park) | | | | |
| Acquisition cost of remnant | | $2,500.00 | | | | | Farm (non-residential) | | | | |
| When the owner has stated during negotiations that they want the Agency to acquire the uneconomic remnant and/or wants to retain improvements at the approved retention value(s) shown above, this agreement shall be executed prior to the time the conveyance is signed, or the Award of Damages is approved.  I want to retain the above-designated improvements at the indicated retention value, and I agree to remove the same from within the right of way acquired for the project by      ; and, upon failure to do so, agree that said improvements shall become the property of the Agency, to be disposed of as the Agency deems necessary;  In the event, the acquisition is by Award of Damages, the following shall also be executed:  The land area designated as an "uneconomic remnant" be acquired by Award of Damages; | | | | | | | | | | | | |
| X | | | | |  | X 2/27/2023 | | | | | | |
| Owner Signature Date | | | | | Agency Real Estate Agent Signature Date | | | | | | |
|  | | | | | Abigail E Ringel | | | | | | |
| Print Name | | | | | Print Name | | | | | | |
| Agent/project manager (print name)  Abigail E Ringel | | | Date  2/27/2023 | | | | | | Former Owner  Professional Sports Ball Team, Inc. | | | |
|  | Project ID  0000-03-21 | | | Highway  HWY 123 | | | | | | County  Brown | | Parcel No.  8 |

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**SAMPLE PROPERTY INVENTORY / DISPOSITION REPORT**

RE1949 01/2023

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| List buildings, structures, etc., and items to be acquired with a description of size, construction, condition, etc. Submit with voucher for payment. | | | | | | Estimated Sale Price | | | |
| Wood barn  Concrete block shop  Cattle pass | | | | | | $ | | | |
| Total number of buildings / structures / items to be acquired: three | | | | | | | | | |
| The estimated sale/salvage/retention values were established in accordance with the provisions of the Wisconsin Real Estate Program Manual / Chapter 6. | | | | | | | | | |
| **Disposition of Buildings Acquired** (submit upon completion of site clearance) | | | | | | | | |
| The buildings acquired were: | | | | | | Specify Date | | |
| Sold amount $ | | | | | |  | | |
| Public sale  Private sale | | | | | | | | |
| Razed under construction contract | | | | | |  | | |
| Razed under razing contract | | | | | |  | | |
| Razed under county day labor contract | | | | | |  | | |
| Razed/removed (other than above) | | | | | |  | | |
| Agent/project manager (print name)  Abigail E Ringel | | Date  2/27/2023 | | Former owner  Professional Sports Ball Team, Inc. | | | |
|  | Project ID  0000-03-21 | | Highway  HWY 123 | | County  Brown | | Parcel No.  8 |

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**Close Parcel**

Select Close Parcel Button

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**Remnant Acquisition Information**

1. Enter the date of parcel closing
2. Click “notify property management specialist about structures”
3. Click “notify the surplus land specialist about remnant”
4. Click “Close Parcel”

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**Closing**

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**Final Notifications**

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On Property Management Land Inventory Screen:

1. Enter Project ID
2. Enter Parcel Number
3. Click “Refresh”

Surplus Parcel should be shown on screen.

Table

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