**APPRAISAL ORDER REQUEST - SURPLUS PARCEL** Wisconsin Department of Transportation

RE1046 03/2017

Note: All items marked by an asterisk are required.\*

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| \*Requested by:       | \*Date requested:       |
| \*Phone #:       / email:       | \*Desired delivery date:       |
| \*Region:  | \*Project ID:       | \*Parcel #:       |
| \*Review appraiser:       | \*Phone #:       / email:       |
| \*Suggested surplus property appraisal report format:[ ]  Appraisal Report Non-Complex (RE1006 [abbreviated]); [ ]  Appraisal Report Complex (RE1008 [full narrative]);[ ]  Other:       |
| \*Preliminary marketing category determination:[ ]  general marketable; [ ]  limited marketable; [ ]  non-marketable |
| ~ Be sure a parcel exists in READS and the information is current ~ |
| Assignment information |
| \*Property address:       | \*Municipality:       | \*County:       |
| \*Property type:  | \*Subject property size:       |
| \*Tax ID or adjacent tax ID:       |
| \*Existing use:[ ]  agricultural; [ ]  commercial/retail; [ ]  industrial; [ ]  residential-multi family; [ ]  residential-single family; [ ]  special purpose; [ ]  other:       |
| \*Interests selling (i.e., fee simple, access, other):       |
| Improvements (check all that apply):[ ]  driveway; [ ]  fencing; [ ]  irrigation equip.; [ ]  landscaping; [ ]  off-premise sign; [ ]  on-premise sign; [ ]  parking spaces; [ ]  primary bldg. improvement; [ ]  secondary bldg. improvement; [ ]  other:       |
| \*Describe all restrictions that apply to subject property |
| Access:       |
| Billboards:       |
| Buildings/structures:       |
| Public use/transportation use:       |
| Other restrictions:       |
| Other features, circumstances, uses or issues |
| [ ]  contamination; [ ]  parking; [ ]  leases; [ ]  site improvements (well, septic, fence, etc.); [ ]  offers on property; [ ]  listings on property; [ ]  other:       |
| Check all that are available and provide electronic copies (include additional details/comments, if/where necessary) |
| [ ]  Acquisition appraisal:       |
| [ ]  \*Copy of original plat - highlighted:       |
| [ ]  Deed where WisDOT purchased property:       |
| [ ]  \*Exhibit displaying legal description (i.e., plat of survey, CSM, other survey exhibit) |
| [ ]  \*If an individual has requested to purchase:      [ ]  Adjacent certified survey map (CSM):      [ ]  Adjacent deed:      [ ]  \*Adjacent owner name:      [ ]  \*Adjacent owner contact info. - phone #:       / email:      [ ]  \*Request letter and any other pertinent information:       |
| [ ]  \*Landlocked conditions, if any:       |
| [ ]  \*Legal description with restrictions:       |
| [ ]  Negotiation Diary (RE2058 - READS template):       |
| [ ]  Photos of parcel:       |
| [ ]  Land Inventory Diary (RE1047 - READS template):       |
| [ ]  Region sign-off sheet:       |
| [ ]  Other items attached:       |
| Additional comments:       |