

SURPLUS LAND SALE CHECKLIST

Wisconsin Department of Transportation

RE2207 04/2015 s.84.09(5) Wis. Stats.

Project ID	Parcel No.	WisDOT original land cost	Date
Property location		Current zoning	Unit Size (acres)
Is land currently rented? <input type="checkbox"/> No <input type="checkbox"/> Yes, tenant name		Rent charged \$	Sale type Public Private
Public Sale			
<input type="checkbox"/> Sealed bid, type of advertising			
No. of bids	Winning bid	Date awarded	
Sealed bid comments			
<input type="checkbox"/> Auction, type	<input type="checkbox"/> Open bid	<input type="checkbox"/> Other	
Why was auction used?			
Was auction service selected competitively? <input type="checkbox"/> No <input type="checkbox"/> Yes, describe			
No. of companies contacted	Winning company		
Why was this company selected?			
<input type="checkbox"/> Lowest fee	<input type="checkbox"/> Specialization	<input type="checkbox"/> Only respondent	<input type="checkbox"/> Best overall terms
<input type="checkbox"/> Other, explain			
Cost / terms of auction contract			
Minimum specified bid \$	No. of bidders	Winning bid	
<input type="checkbox"/> Marketed through realtor, exceptional cases			
Why was this method chosen over sealed bid process?			
Was realtor selected competitively? <input type="checkbox"/> No <input type="checkbox"/> Yes, describe			
No. of realtors contacted for bids	Winning company		
Why was this company selected?			
<input type="checkbox"/> Lowest fee	<input type="checkbox"/> Specialization	<input type="checkbox"/> Only respondent	<input type="checkbox"/> Best overall terms
<input type="checkbox"/> Other, explain			
Fee \$	Other terms of listing contract		
Comments			
Private Sale			
Sale to abutter; not possessing characteristics that make it valuable to general public because			
<input type="checkbox"/> Non-buildable	<input type="checkbox"/> Landlocked	<input type="checkbox"/> Shape	<input type="checkbox"/> Frontage of abutter
Public sale to another party would significantly impact circumstances of abutting owner, describe in detail			
Explain sale to mitigate department costs			
Explain sale for mutual benefits between agencies			
Public use, explain		<input type="checkbox"/> Transportation related	<input type="checkbox"/> Non-transportation related
Selling price \$	Appraised value \$	Appraisal date	
Attachments			
<input type="checkbox"/> Location map	<input type="checkbox"/> Plat or sketch	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Other
Comments			