

ACQUISITION PROCESS CHECKLIST

Serial #: _____

Landowner/Proponent: _____

Project Name: _____

Step 1. Planning/Funding

A. Verify compliance with the appropriate planning documents - using Turbo NEPA

- _____ Resource Management Plan (RMP)
- _____ Specific Activity Plan
- _____ Other _____

B. Determine Funding Source(s) and other Resources Congressional

- _____ Annual Work Plan (Work months & Operations)
- _____ Land Water Conservation Fund (project-specific funding availability)
- _____ Other _____
- _____ Target in Management Information System (MIS)

C. _____ Develop a Feasibility Report - explore and select options to attain property
(i.e. exchange, donation, purchase)

- _____ Contact potential partners, non-profits

D. Designate Team Members (Negotiator, Project Lead, NEPA Coordinator, etc.)

E. Identify Interest Owners

- _____ Obtain Permission to Enter Private Land (Telephone Conversation - documented)
- _____ Obtain Title Commitment from Title Company in same County as property
- _____ **NOTIFY WATER RIGHTS SPECIALIST OF PROPOSED ACQUISITION, LEGAL DESCRIPTION, NAME, ADDRESS, GRAZING LEASE *INCLUDES ON-THE-GROUND INVENTORY OF WATER SOURCES-HYDROLOGIST ASSIST**

F. Title Commitment review. * Note: this is an on-going review which will be revisited several times during the acquisition process.

Obtain the following land ownership documents:

- _____ Preliminary commitment of title insurance (from Title Company)
- _____ Vesting Deed(s) [most current deed(s) of land ownership] (from Title Company)
- _____ Tax Identification Number (from the County)

_____ Copies of all documents - encumbrances etc.

Review the land ownership documents:

_____ Verify that the legal description and ownership information matches on all the land ownership documents

_____ Clear up any discrepancies before continuing/**WATER RIGHTS/WATER SOURCE INVENTORY**
Verify information in **Schedule A** of Title Commitment (have title company issue Amended Title Commitment if corrections are needed)

_____ Title commitment is on the correct form (**ALTA U.S. Policy (9/28/91)**)

_____ Proposed Insured is "United States of America"

_____ Title will vest in "United States of America and its assigns"

Verify information in **Schedule B** of Title Commitment (have Title Company issue Amended Title Commitment if corrections are needed). This section will contain several exceptions which need to be reviewed for accuracy/applicability and correction **on a case by case basis** as needed.

Step 2. Pre-adjudication

A. Serialize Case file

B. Review the legal description

_____ Develop a working map of the area to be acquired (recommend plotting on a blank section grid and/or a copy of the MTP)

_____ Verify that legal description in the land ownership documents (deed/title commitment, tax ID) meet BLM standards for acquisition/**send to Cadastral for review if questionable.**

C. Verify land status from BLM Records

_____ Make copies of the following documents (to be placed in the case file):

_____ MTPs and supplementals

_____ HIs

_____ Survey Plats and supplementals

_____ Run the following LR 2000 reports (to be placed in the case file):

_____ GEO - All systems - Geographic Report

_____ Mining claim

_____ LLD

D. Review the above BLM records as follows:

_____ MTPs - Highlight the acquisition area and adjudicate all authorizations (rights-of-way, deeds of reconveyance, etc.) and withdrawals (PLOs, Public laws, etc.) within that area

_____ HI's B Highlight all items within the acquisition area and adjudicate all authorizations (rights-of-way,

- deeds of reconveyance, etc.) and withdrawals (PLOs, Public laws, etc.) within that area
- _____ GEO - Compare authorizations or withdrawals on report with data collected from MTP/HI;
- *Note, if differences/discrepancies/errors are found at this time, have appropriate office (Records, Field Office, etc.) make corrections

E. Review the Title Commitment to determine surface and subsurface land ownership

- _____ Verify that the name of present owner on vesting deed and title commitment matches exactly
- _____ Clear up questions about divorces or deceased proponents and get necessary supporting documents
- _____ Verify that mineral reservations (if any) in vesting deed and title commitment match BLM records and chain of title;

* Note: you may need to get complete chain of title if vesting deed information is questionable.

Get pertinent documents from the Title company as needed if the following apply:

- _____ Trusts - Copy of Trust Agreement
- _____ Corporations
 - _____ Copy of Articles of Incorporation
 - _____ Certified copy of Resolution of Board of Directors authorizing transaction
 - _____ Authority to do business in Arizona, if out-of-state corporation
 - _____ Current Certificate of Good Standing
- _____ Government Entities and Municipal Corporations - Copy of Statute authorizing them to hold real property or a citation to the State law that provides such authorization
- _____ Partnerships
 - _____ Full name of all partners
 - _____ Copy of Articles of Partnership
 - _____ Written request if transfer is to be made out to Partnership rather than partner's names
- Surface Owner _____
- Subsurface Owner _____
- Managing Agency _____

F. LR 2000 Coding

- _____ Follow checklist and national standards for updating LR 2000

Step 3. Acquisition Processing

A. Appraisal Request

- _____ Complete Appraisal Request and Review Tracking System (ARRTS) entry
- _____ *Obtain 7.5 minute Topographic Quadrangle Map (topo map) with land depicted on 8 1/2 x 11 size
- _____ Submit Appraisal Request Form **w/attached copies of topo map and Title Commitment to Appraiser in ARRTS**

B. _____ **REQUEST VERIFICATION FROM WATER RIGHTS SPECIALIST OF APPLICABLE AND**

TRANSFERABLE SURFACE WATER RIGHTS/WELL PERMITS ON THE SUBJECT PROPERTY (SEND COPY OF APPRAISAL REQUEST AND COPY OF PERMISSION TO ENTER PRIVATE PROPERTY); WATER RIGHTS SPECIALIST NEEDS TO PROVIDE ADWR FILING OR CLAIM NUMBERS.

C. Develop an Offer to Sell Package (there are templates for documents available from State Office)

- _____ Write letter to landowner explaining value Bureau can only pay Market Value as set-out in appraisal and documents enclosed as follows:
- _____ Develop "Offer to Sell" Document as an enclosure to letter for landowner(s) signature(s) and **MUST** be notarized (is a binding contract between landowner and Bureau)
- _____ **INCLUDE SPECIFIC WATER RIGHTS ADWR FILING AND CLAIM NUMBERS ASSOCIATED WITH WATER RIGHTS/WELL PERMITS ON THE SUBJECT PROPERTY**
- _____ Obtain Document Control Number for Transaction from State Office Resources Division DSD staff assistant and include on Voucher Certificate
- _____ Type Form 1370-32 Voucher Certificate with appropriate information (i.e. landowner address, escrow number, Title Company Tax Identification Number, Account Wiring Information etc.)
- _____ Check the Type of Disposition box on Form 1370-32: Obligation
- _____ Check the Type of Case box on Form 1370-32: Fee Simple
- _____ Check the Type of Payment box on Form 1370-32: Consideration
- _____ Obtain signature of Grp. Admin. (AZ931) for obligation of funds on Form 1370-32 ***Include map**
- _____ Send completed Voucher Certificate Form 1370-32 to go as enclosure to Offer to Sell Package (i.e. all parts - white, pink, blue, yellow, green) for landowners signature(s) and have entire form 1370-32 returned to BLM
- _____ Mail Offer to Sell Package to landowner; send "Certified Return Receipt Requested"
- _____ Received signed Offer to Sell package from landowner

Note: We generally do not proceed with the following steps until a signed Offer to Sell package is received from the land owner; however, this can be changed by Management.

D. Hazardous Materials Report Request

EITHER

- _____ Utilize qualified BLM staff to conduct Phase I inventory (more levels of inventory may be necessary depending on what is found on the ground)

OR

- _____ Hire a contractor to conduct the necessary level of inventory if no Bureau personnel available (sole source if under \$2500.00) pay with credit card
 - _____ Prepare Contracting Officer Package (i.e. requisition with 3 estimates if over \$2500.00)
 - _____ **Contracting Officer to let contract** to selected vendor
- _____ Receive completed Hazardous Materials Report (a minimum of two copies)

- _____ Request review of Hazardous Materials Report by State Office Coordinator and memo of approval for file documentation
- E. _____ Perform a Relocation Assistance Assessment and complete template form for file
- F. _____ Develop National Environmental Protection Act (NEPA) document and Record of Decision (Interdisciplinary Team)
- G. _____ Conduct a site inspection and complete Form 2060-3 Certificate of Inspection and Possession (CIP)
- H. _____ Obtain Management Acceptance/Signature on all pertinent documents as follows: Offer to Sell, Hazardous Materials Report, NEPA Decision Document, Administrative Acceptability Determinations of title encumbrances... or any other documents specific to the acquisition case.
- I. Prepare Obligation of funds package
 - _____ Memorandum to National Business Center to Obligate funds (see template)
 - _____ Obtain Group Admin.'s (AZSO931) signature for obligation of funds on Form 1370-32 ***Include map**
 - _____ Include ONLY Pink copy (Obligation) of Form 1370-32 (signed by landowner with Offer to Sell)
- J. _____ Prepare and/or Administer contracted-out work (i.e. Appraisal, Hazardous Materials Inventory, Relocation and Survey)
- K. _____ Perform Title Clearances (Perfect Title, obtain copy of amended Title Commitment) - See Step 1.F. above.
- L. _____ Develop Draft Closing/Escrow Instructions (this will be part of the title assembly package under Step 4.b.)
- M. _____ Prepare Draft General Warranty Deed

*Note: If other than a General Warranty Deed (e.g., Special Warranty Deed) is used (*Refer to Dept. of Justice 2001 Standards*), request special consideration from Solicitor for approval of deed.

Step 4. Preliminary Title Opinion (PTO)

- A. _____ Perform quality assurance review of Acquisition File
- B. Request Preliminary Title Opinion
 - _____ Prepare memorandum to request Solicitor review
 - _____ Assemble title package for Solicitor review (with ALL copies of documents)
 - _____ Make two copies of title assembly package, one copy for the Solicitor and one for the case file
 - _____ Tab each attachment and identify on correlating tab marker
 - _____ Obtain Field Office Manager's signature on memorandum and pertinent documents
 - _____ Transmit request for Preliminary Title Opinion memo and tabbed title assembly package to Solicitor's office for review - cc: AZ931 w/o attachments

Step 5. Closing

- A. _____ Review Preliminary Title Opinion rendered from Solicitor

- B. _____ Make corrections and resolve issues identified by the Solicitor in the PTO
- C. _____ Finalize Escrow/Closing Instructions against rendered Preliminary Title Opinion; **INSTRUCT TITLE COMPANY TO RECORD ORIGINAL DEED/WITH ASSIGNMENT OF WATER RIGHTS AND DELIVER TO OFFICE OF ORIGIN (YOUR OFFICE).**
- D. Prepare Disbursement of funds package
 - _____ Memorandum to National Business Center to Disburse funds (see template) **MUST ATTACH COPY OF PRELIMINARY TITLE OPINION RENDERED ON TRANSACTION BY SOLICITOR.**
 - _____ Request funds transfer to Title Company via Form 1370-32. Check box on Form 1370-32 Type of Disposition: Disbursement and forward **ONLY** white (Disbursement) copy with memo to National Business Center to Disburse Funds. **DOUBLE CHECK FOR GROUP ADMININSTRATOR’S SIGNATURES** (right and left side of form)
- E. _____ Obtain Title Policy and recorded deed from respective Title Company - Review for ALTA 9/28/91 policy; clear of all taxes - current or assessed and/or any encumbrance not administratively acceptable.
- F. _____ Retain original invoice for payment of Title services - Keep **DO NOT PAY** until Final Title Opinion has been rendered by the Solicitor.

Step 6. Final Title Opinion

- A. _____ Perform quality assurance review of Acquisition File (make sure that requirements of the Preliminary Title Opinion have been met)
- B. _____ Transmit case file **with memorandum** to AZ957 (**memo** to request the Final Title Opinion)
 - _____ LR2000 Coding - Refer to National Standards
- C. Request Final Title Opinion (**Completed by the State Office AZ957**)
 - _____ Prepare memorandum to request Solicitor review
 - _____ Assemble title package for Solicitor review (with **ALL copies** of documents)
 - _____ Make two copies of title assembly package (one copy for the Solicitor and one for the case file)
 - _____ Tab each attachment and identify on correlating tab marker
 - _____ Obtain Group Administrator’s (AZ931) signature on memorandum
 - _____ Transmit request for Final Title Opinion memo and tabbed title package to Solicitor’s office for **review**
 - _____ Receive and review Final Title Opinion - Notify Field Office Received
- D. Title Services Payment (**Completed by the Field Office**)
 - _____ Retrieve **ORIGINAL** title services invoice (previously sent with Title Policy from title company)
 - _____ Provide person in Field Office holding credit card an invoice marked: approved for payment - with your signature and date - retain copy to forward to State Office
 - _____ Forward copy of invoice/payment receipt to AZ957 to be included in the case file

Step 7. Administrative File Closure:

- _____ Update LR 2000
- _____ Accept and file original recorded deed in State Office book (AZ 957) copy included in case file
- _____ **COPY OF RECORDED DEED AND SIGNED WATER RIGHTS ASSIGNMENT FORMS TO**

**WATER RIGHTS SPECIALIST FOR PROCESSING WITH ARIZONA DEPARTMENT OF
WATER RESOURCES.**

- _____ Request notation of acquisition to MTP/HI
- _____ Close file or retain open for Field Office administration (i.e. wildlife habitat etc.)
- _____ Report accomplishment in MIS
- _____ File retained in Central Files at State Office unless needed for administration in Field Office.