**Site Visit/Inspection Date**: «Site\_Visit\_Date»

**Site Visit/Inspection Attendee(s)**: «Site\_Visit\_Attendees»

**TBU Property Agent/Contact**: «TBU\_Agentcontact»

**TBU Property Agent/Contact Title:** «tbu\_agent\_contact\_title»

**TBU Property Agent/Contact Phone No.**: «TBU\_Agentcontact\_Phone\_»

**TBU Property Agent/Email**: «tbu\_agent\_contact\_email»

**PROPERTY DETAILS**

**MC #**: «tblMCMainMcId»

**TBU Item No(s)**: «TBU\_Item\_s»«TBU\_Item\_s»

**Plat No (s)**: «Plat\_s»«Plat\_s»

**Property Address/Location**: «Property\_Location\_Address»

**County**: «prop\_county»«Plat\_s»

**Tax Map**: «Tax\_Map\_» **Grid**: «Grid»

**SDAT Acreage**: «Unit\_SDAT»

**Property Name**: «Property\_Name»

**Project No.**: «Project\_»

**Plat Date(s)**: «Plat\_Date»

**Parcel(s)**: «Parcels»

**Plat Acreage**: «Acreage\_Plat» «Unit\_Plat»

**Zoning (Include Source of Verification)**: «Zoning\_Category» - «Zoning\_Source»

**Phone**: «prop\_phone»

**Email**: «prop\_email»

**Parcel Description**: «prop\_parcel\_desc»

**Property Improved**: «Improved»

**Description of Improvement(s)**: «Description\_of\_Improvements»

**Access Identified by Photo/Plat**: «Access\_By\_PhotoPlat»

**Site Conditions**: «Site\_Conditions»

**Current Owner**: «Current\_Owners»

**Acquisition Deed Ref(s) Liber**: «Current\_DeedLiber» **Folio**: «Current\_Folio»

**PRIOR OWNER(S)**

**Former/Prior Owner(s)**: «FormerPrior\_Owners\_1»

**Liber**: «Former\_DeedLiber\_1» **Folio**: «former\_Folio\_1»

**Former/Prior Owner(s)**: «FormerPrior\_Owners\_2»

**Liber**: «Former\_DeedLiber\_2» **Folio**: «Former\_Folio\_2»

**Additional Prior Owners**:

«FormerPrior\_Owners\_3» «Former\_DeedLiber\_3» «Former\_Folio\_3»

«FormerPrior\_Owners\_4» «Former\_DeedLiber\_4» «Former\_Folio\_4»

«FormerPrior\_Owners\_5» «Former\_DeedLiber\_5» «Former\_Folio\_5»

«FormerPrior\_Owners\_6» «Former\_DeedLiber\_6» «Former\_Folio\_6»

«FormerPrior\_Owners\_7» «Former\_DeedLiber\_7» «Former\_Folio\_7»

«FormerPrior\_Owners\_8» «Former\_DeedLiber\_8» «Former\_Folio\_8»

«Prior\_Onwer\_Comments»

**DEED REFERENCED EASEMENTS**

**Access Easement**: «Access\_Easement»

**Slope Easement**: «Slope\_Easement»

**Sanitary Sewer Easement**: «Sanitary\_Sewer\_Easement»

**Gas Main Easement**: «Gas\_Main\_Easement»

**Water Main Easement**: «Water\_Main\_Easement»

**Joint Railroad Easement & Right-of-Way**: «Railroad\_EasementRight\_of\_Way»

**Conveyance**: «Conveyance»

**Covenants**: «Covenants»

**Restrictions**: «Restrictions»

**Reversion Clause**: «Reversion\_Clause»

**ADJOINING OWNERS**

**Adjoining Owner Name**: «Adjoining\_Owner\_Name\_1»

**Adjoining Owner Address**: «Adjoining\_Owner\_Address\_1»

**Adjoining Owner Phone No.**: «Adjoining\_Owner\_Phone\_\_1»

**Deed/Liber**: «adjoining\_owner\_1\_liber» **Folio**: «adjoining\_owner\_1\_folio»

**Adjoining Owner Name**: «Adjoining\_Owner\_Name\_2»

**Adjoining Owner Address**: «Adjoining\_Owner\_Address\_2»

**Adjoining Owner Phone No.**: «Adjoining\_Owner\_Phone\_\_2»

**Deed/Liber**: «adjoining\_owner\_2\_liber» **Folio**: «adjoining\_owner\_2\_folio»

**Additional Information**:

«Additional\_Adjoining\_Owners»

**APPRAISALS: SCOPING ISSUES/QUESTIONS/COMMENTS**

**Estimated Market Value**: «Estimated\_Market\_Value»

**Comments**:

«Appraisal\_Comments»

**Terrain Features**: «Terrain\_Features»

**Environmental Limitations**: «Environmental\_Limitations»

**Legal Limitations**: «Legal\_Limitations»

**Water/Sewer**: «WaterSewer»

**Public Utilities Available**: «Public\_Utilities»

**ACTION ITEMS**

**Property Cleanup (Specify Degree, Include Photos)**:  
«Property\_Cleanup\_Comments»

**Action Items**:

«action\_items»

**Additional Action Items**:

«Additional\_Action\_Items»

**SIGNAGE**

**Signage Location Identified/Photo Attached**: «Signage\_LocPhoto\_Attached»

**Identify Size and Type of “For Sale” sign to be Installed**:

|  |  |  |  |
| --- | --- | --- | --- |
| Size and Type | Qty. | Size and Type | Qty. |
| 8X8 Single Configuration | «M\_8X8\_Single\_Cfg\_Qty» | 4X4 Single Configuration | «M\_4X4\_Single\_Cfg» |
| 8X8 “V” Configuration | «M\_8X8\_V\_Cfg\_Qty» | 4X4 “V” Configuration | «M\_4X4\_V\_Cfg\_Qty» |
| 8X8 Sandwich Configuration | «M\_8X8\_Sandwich\_Cfg\_Qty» | 4X4 Sandwich Configuration | «M\_4X4\_Sandwich\_Cfg\_Qty» |
| Rider: Open House | «Rider\_Open\_House» |  |  |
| Rider: Auction | «Rider\_Auction» |  |  |
| Brush Removal Needed | «Brush\_Removal\_Needed» |  |  |

**Comments**:

«Sign\_Comments»

**Additional Comments**:

«Additional\_Notes\_Due\_Dil»

**PREPARED BY**

|  |  |  |
| --- | --- | --- |
| «DD\_Preparer\_Full\_Name» | | |
| «DD\_Preparer\_Job\_Title», «DD\_Preparer\_Office\_Name» | | |
| Maryland Department of Transportation, «DD\_Preparer\_TBU\_Name» | | |
| «DD\_Preparer\_Address» | Phone: | «DD\_Preparer\_Phone\_Number» |
| «DD\_Preparer\_City», «DD\_Preparer\_State» «DD\_Preparer\_Zip» | Email: | «DD\_Preparer\_Email» |

Date: «DD\_Date\_of\_Preparation»

**ATTACHMENTS**