memorandum

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| TO: | TRANSPORTATION BUSINESS UNIT (TBU) CLEARANCE REPRESENTATIVES |
| FROM: | «PREPARER\_JOB\_TITLE» «PREPARER\_FULL\_NAME» |
| SUBJECT: | TBU CLEARANCE – MC# «TBLMCMAINMCID» - «PROPERTY\_NAME» |
| DATE: | «DATE\_OF\_PREPARATION» |
| RESPONSE REQUESTED BY: | «DATEPREPPLUS30» |

**PURPOSE OF MEMORANDUM**

In accordance with Maryland Department of Transportation Policy and Procedure 654.1, it is the purpose of this memorandum to determine that MC# «tblMCMainMcId» identified as the former «Property\_Name» property, Item No(s). «TBU\_Item\_s» is not needed for a transportation purpose by any of the TBUs or by the Maryland Transportation Authority.

**SUMMARY**

The Maryland Department of Transportation «TBU\_Name» («TBU\_Acronym») proposes the «SaleLease» of the former «Property\_Name» property and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps. The property is not needed for a transportation purpose and we shall proceed with our appropriate sales activity.

**ANALYSIS**

Before proceeding with any other sales activity we will allow you a period of **30 days** to review the attached information, request additional information and to notify us of your interest, in writing, concerning the property as offered. This “initial review period” shall expire on «DatePrepPlus30» without further notice. Please be aware that in most cases an interest in the property would require the «PurchaseLease» of the property based on an appraised value or, in a few cases, a cost plus interest basis. Additionally, at this time we «Interested\_in\_Conveyance» interested in a conveyance on any exchange basis.

Should you have an interest in «Acquiringleasing» the property then you must notify your TBU Clearance Representative and the Project Coordinator, Office of Real Estate and Economic Development, Maryland Department of Transportation The Secretary’s Office, in writing, on or before the expiration of the “initial review period.” At that time you will automatically be granted an “extended review period” of an additional **30 days**, which will expire on «DatePrepPlus60». This “extended review period” will allow you additional time to present us with a written offer. Any other extension for your consideration of this property must be requested, in writing, within the initial or extended review period and shall be subject to our specific written approval.

Furthermore, failure to respond within the aforesaid “initial review period” shall preclude your TBU from further preferential consideration in the sale/lease/disposal of this property, and we shall proceed with our general sales/auction process. In accordance with this paragraph, “negative responses” are not required, unless specifically requested herein.

All responses must be directed to:

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| «Preparer\_Title» «Preparer\_Full\_Name» |
| «Preparer\_Job\_Title» |
| «Preparer\_Office\_Name» |
| Maryland Department of Transportation, «Preparer\_TBU\_Name» |
| «Preparer\_Address», «Preparer\_Mail\_Stop» |
| «Preparer\_City\_State\_Zip» |
| Email: «Preparer\_Email» |

**ATTACHMENTS**

«list\_of\_attachments»

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| --- | --- |
| «ccLabel» | «cc1» |
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