MDOT Property Clearance Report - LEASES

Conveyance of Real Property

Maryland Department of Transportation «Preparer\_TBU\_Name»

«Preparer\_Office\_Name»

|  |  |
| --- | --- |
| **Date of Preparation:** «Date\_of\_Preparation» | **Refer to MC #:** «McId» |
| **Property Name:** «Property\_Name» | |
| **Property Item/Reference Nos.:** «TBU\_Item\_s» |  |
| **Administrator Approval:** «AdminApprovalDt» | **BPW Approval:** «BPWapprovalDt» |

***For any items below requiring additional notes or comments, please attach additional sheets.***

**1. Internal Clearance (Declaration of Extra Land Memorandum-DELM)**

**Date of Memorandum:** «Delm\_Date»

**Expiration Date:** «DelmExpDt»

**2. Federally Funded Projects – Approval for Lease**

**Date of Request Letter:** «DispRequestDt»

**Date of Approval Letter:** «DispApprovalDt»

**3. TBU Clearance**

**Exclusion (Leases):** «ExclusionNo»

**Date of Memorandum:** «ExcluMemoDt»

**Due Date:** «ExcluMemoDueDt»

**Expiration Date:** «ExcluMemoExpDt»

**4. County/Municipal Clearance** (No Expiration: MDOT Policy 654.1; V., A., 3., d., (3))

**Date of Memorandum:** «CountyClearMemoDt»

**Due Date:** «CountyClearDueDt»

**5. State Clearinghouse Clearance** (No Expiration: SCH email dated 11/17/2017)

**Date of Letter:** «ClearinghouseLetterDt»

**Clearance Date:** «ClearinghouseClearDt»

**MDOT Property Clearance Report - LEASES (Continued) MC** #: «McId»

**6. Legislative Notice** (Easements/Leases are excluded in accordance with 10-305)

**Senate Budget and Taxation Committee:** «LegisNoticeClearDt»

**House Appropriations Committee:** «LegisNoticeClearDt»

**Legislative Notice Expiration Date:** «LegisNoticeExpDt»

**7. Prior Property Owner Clearance**

**List *all* prior Property Owners**

|  |  |
| --- | --- |
| «FormerPrior\_Owners\_1» | **Ad/Prior Owner Notice Date**: «PriorOwnerNoticeDt»  **Prior Owner Waiver Signed:** «PriorOwnerWaiverDt»  **Clearance Date**: «PriorOwnerClearDt» |
| «FormerPrior\_Owners\_2» |
| «FormerPrior\_Owners\_3» |
| «FormerPrior\_Owners\_4» |
| «FormerPrior\_Owners\_5» |

**8. BPW Surplus**

**Is the Property 8-309 Property?** «SurplusExempt»

(If “Yes” Property is Exempt from Surplusing)

**Date of Letter:** «bpwSurplusLetterDt» **BPW Approval Date:** «BPWapprovalDt»

**Clearance Date:** «bpwClearanceDt»

**9. Federally Funded Projects – Approval for Lease**

**Date of Letter (Lease Amount Request):** «SaleAmtRequestDt»

**Date of Letter (Lease Amount Approval):** «SaleAmtApprovalDt»

Statement of Clearance

**Type of Transaction:** «SaleLease»

**Lessee:** «GranteeLessee»

**Acreage:** «Acreage\_SDAT» «Unit\_SDAT» **Annual Rent:** «Sale\_Lease\_Amount»

**Basic Lease Term:** «BasicLeaseTerm»

**Renewal Term:** «RenewalTerm»

**Primary Use:** «PrimaryUse»

**Lease Valuation:** «LeaseValuation»

**Property Value:** «EstimatedAppraisalValue»

**Selected Appraised Value:** «SelectedAppraisalValue» **Dated:** «AppriasalReviewDt»

**MDOT Property Clearance Report - LEASES (Continued) MC** #**:** «McId»

Appraisal Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1. | First Appraisal | |  |  |  | |
|  |  | Date of Value: | | «AppraisalDt1» | Appraiser: | «Appraiser1»«StaffOrFee1» | |
|  |  | Value: | | «AppraisalValue1» | Recommendation: | «Recommendation1» | |
|  | 2. | Second Appraisal | |  |  |  | |
|  |  | Date of Value: | | «AppraisalDt2» | Appraiser: | «Appraiser2»«StaffOrFee2» | |
|  |  | Value: | | «AppraisalValue2» | Recommendation: | «Recommendation2» | |
|  | 3. | Appraisal Review | |  |  |  | |
|  |  | Date of SHA 63.20-19A: | | «AppriasalReviewDt» | Review Appraiser: | «ReviewAppraiser» | |
| NOTES: | | | | «LeaseNotes» | | | |

Prepared by:

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