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| memorandum |

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| **TO:** | «TBU\_ADMINISTRATOR» |
| **FROM:** | «TSO\_ORED\_DIRECTOR»  «TBU\_ORE\_DIRECTOR» |
| **SUBJECT:** | MC# «TBLMCMAINMCID» - «PROPERTY\_NAME» |
| **DATE:** | «DATE\_OF\_PREPARATION» |
| **REQUESTED BY:** | «DATEPREPPLUS30» |

**PURPOSE OF MEMORANDUM**

To request your approval and signature to convey State-owned property recently by the Maryland Department of Transportation The Secretary’s Office.

**SUMMARY**

Attached is an Offer for Purchase of Fee Simple Property of «amount\_of\_sale\_numeric» from «buyer\_and\_company\_names\_concatenated» for the purpose of the above referenced property. This «acreage\_plat» acre, plus or minus, parcel with is located at , , , , county.

The property was acquired by the Maryland Department of Transportation State Highway Administration (MDOT SHA) from «formerprior\_owners\_1» on «date\_deed\_received». Our fee appraiser, established the fair market of the land and to be «selected\_appraisal\_value» on .

**RECOMMENDATION**

«admin\_approval\_memo\_text\_select»

Administrator «tbu\_administrator»

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**CONCUR**:

|  |  |  |
| --- | --- | --- |
|  |  | Date |

**ACCEPTED**

|  |  |  |
| --- | --- | --- |
|  |  | Date |

**ATTACHMENTS**

«list\_of\_attachments»

|  |  |
| --- | --- |
| «ccLabel» | «cc1» |

Administrator «tbu\_administrator»

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|  |  |
| --- | --- |
| «bccLabel» | «bcc1» |