

**COLORADO DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY SETTLEMENT CHECKLIST**

Project Code:	Parcel No:
Project No:	
Location:	
Name:	

1. Title information **Yes No TC* Explanation**

- A. Is date of title information within 90 days of the agreement date?
- B. Have all encumbrances been taken care of on Agreement?
- C. Have utility bills or other assessments been paid to date of closing?

2. Agreement

- A. Does the amount of settlement agree with Fair Market Value or Administrative Settlement?
- B. Have unusual conditions under "other conditions" been approved by ROW Services or Attorney General's Office?
- C. Are proper documents called for? (Deeds, Releases, Etc.)
- D. Is Agreement signed and dated?
- E. Have copies of agreements been distributed?
- F. Are the names for the warrant(s) correct? (Check title info) (Legible copies of liens noted on agreement must be attached to insure necessary release(s) will be prepared.)
- G. Is the amount of the warrant(s) correct? (Are all parties to be paid and amounts listed?)
- H. Is a Power of Attorney, Declaration of Trust, Appointment of Personal Representative or similar document needed?
- I. Does agreement call for withholding of money for fixtures, specific performance, removal of improvements?
- J. Is an Administrative Settlement Approval included? Have proper parties dated and signed the Administrative Settlement?

3. Negotiator's diary

- A. Has demographic information been provided?
- B. Has ROW information brochure been provided?
- C. Has negotiator's indicated who was present at the first negotiator's contact?
- D. Has the diary been signed?
- E. Has all contacts been listed?

4. Taxes

- A. Is tax certificate included?
- B. Is tax pro-ration included? (not necessary on small amounts)
- C. Is withholding tax involving non-Colorado entities applicable? (Department of Revenue Forms 1083 and 1079)

5. Miscellaneous

- A. Is offer letter included?
- B. Is copy of FMV signed by the Region attached?
- C. Has the parcel been filed for Condemnation?

6. IRS requirements

- A. Attached original W-9, signed by owner.
- B. 1099-S required yes no
 If no, check exceptions: under \$600 Corporation or Insurance Co. Volume Transfer
 Governmental Unit Gift or Donation
 Escrow Agent/Title Co.
- C. 1099-MISC. yes no
 (required for TEs over \$600)
 If no, check exceptions: under \$600 Corporation or Insurance Co. Volume Transfer
 Governmental Unit Gift or Donation
 Escrow Agent/Title Co.

Real Estate Specialist signature	Date
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*TC – Responsibilities of the Title Company