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| COLORADO DEPARTMENT OF TRANSPORTATIONRIGHT 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 the 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. Does the name(s) for the warrant(s) match title information and W-9?  G. Is the amount of the warrant(s) correct? (Are all parties to be paid and  are the amounts listed?)  H. Is a Statement of Authority, 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 form been provided?  B. Has ROW information brochure been provided?  C. Has negotiator indicated who was present at the first negotiator’s  contact?  D. Has the diary been signed?  E. Have all contacts been listed?    **4. Taxes**  A. Is tax certificate included?  B. Is tax pro-ration included? (not necessary on small amounts)  C. Are withholding tax and DOR Forms 1083 and 1079 applicable?  (Only required non-Colorado entities and property valued above  $100,000 which is closed by agent)    **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.  yes  no  B. 1099-S required  yes  no    If no, check exceptions:  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 | |

\*TC – Responsibilities of the Title Company