

# EXHIBIT P

<b>COLORADO DEPARTMENT OF TRANSPORTATION RIGHT OF WAY SETTLEMENT CHECKLIST</b>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Have all encumbrances been taken care of on the Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Have utility bills or other assessments been paid to date of closing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Agreement</b>				
A. Does the amount of settlement agree with Fair Market Value or Administrative Settlement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Have unusual conditions under "other conditions" been approved by ROW Services or Attorney General's Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Are proper documents called for? (Deeds, Releases, Etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Is Agreement signed and dated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Have copies of agreements been distributed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does the name(s) for the warrant(s) match title information and W-9?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Is the amount of the warrant(s) correct? (Are all parties to be paid and are the amounts listed?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. Is a Statement of Authority, Power of Attorney, Declaration of Trust, Appointment of Personal Representative or similar document needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does agreement call for withholding of money for fixtures, specific performance, removal of improvements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. Is an Administrative Settlement Approval included? Have proper parties dated and signed the Administrative Settlement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Negotiator's diary</b>				
A. Has demographic information form been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Has ROW information brochure been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Has negotiator indicated who was present at the first negotiator's contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Has the diary been signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Have all contacts been listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Taxes</b>				
A. Is tax certificate included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Is tax pro-ration included? (not necessary on small amounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Miscellaneous</b>				
A. Is offer letter included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Is copy of FMV signed by the Region attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Has the parcel been filed for Condemnation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. IRS requirements</b>				
A. Attached original W-9, signed by owner.	<input type="checkbox"/> yes <input type="checkbox"/> no			
B. 1099-S required	<input type="checkbox"/> yes	<input type="checkbox"/> no		
If no, check exceptions:				
<input type="checkbox"/> Corporation or Insurance Co.	<input type="checkbox"/> Governmental Unit	<input type="checkbox"/> Gift or Donation	<input type="checkbox"/> Volume Transfer	<input type="checkbox"/> Escrow Agent/Title Co.
C. 1099-MISC. (required for TEs over \$600)	<input type="checkbox"/> yes	<input type="checkbox"/> no		
If no, check exceptions:				
<input type="checkbox"/> under \$600	<input type="checkbox"/> Governmental Unit	<input type="checkbox"/> Corporation or Insurance Co.	<input type="checkbox"/> Gift or Donation	<input type="checkbox"/> Volume Transfer <input type="checkbox"/> Escrow Agent/Title Co.

  

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