



Minnesota Department of Natural Resources

OHF Attachment E Pre-Closing Checklist-If applicable, all bold items must be answered “yes.”

*-applies when an administrative review was used for the appraisal review

** -applies when a technical review was used for the appraisal review

***- applies when a state reviewer appraisal certificate was used for the appraisal review

Property Name:

County:

Grant:

#	Valuation/Appraisal	Yes	No	N/A
1	Is the property valued at \$20,000 or more? If so, an appraisal is required. If not, the grant recipient must provide documentation on how the value was determined. If the appraised value is less than \$100,000, a summary appraisal report is acceptable.			
2	For properties valued between \$100,000 and \$10,000,000 an appraisal must be prepared by a Certified General Level 4 appraiser licensed in Minnesota. Was the appraisal conducted by a Certified General Level 4 appraiser licensed in Minnesota?			
3	Was the appraisal prepared in conformity with USPAP and Minnesota DNR Supplemental Appraisal and Appraisal Review Guidelines 4-2-12?			
4	Were written assignment instructions to the appraiser included as an addendum to the appraisal report?			
5	Was the full legal description provided to the appraiser and did the appraiser include it in their appraisal?			
6	Did the appraiser use the DNR Certification form or submit a separate document that incorporates all aspects of that form?			
7	Was the DNR listed as an intended user of the appraisal report?			
8	Did the intended use include negotiation and grant reimbursement language?			
9	Was the estimated appraisal value over \$10 million? If so, two appraisals are required and the DNR must be involved in writing the appraisal scope of work to be provided to the appraisers.			
#	Appraisal Review	Yes	No	N/A
1	If applicable, was an appraisal review conducted? An appraisal review must be conducted on properties valued up to \$1,000,000. The grantee must contract out for appraisal reviews up to \$1,000,000.			



2	Was the appraisal review prepared in conformity with USPAP and the current Minnesota DNR “Supplemental Appraisal and Appraisal Review Guidelines?”			
3	If applicable, was an administrative or technical review conducted? Administrative reviews can be conducted on properties valued up to \$500,000. Technical reviews are required for properties valued at over \$500,000. If the property is valued over \$1,000,000, the technical review will be conducted by the DNR.			
4	*If an administrative review was conducted, were all elements of the DNR administrative review checklist met?			
5	**If a technical review was conducted, did the grantee use a technical reviewer on the list provided by the DNR?			
6	**Was the DNR listed as an intended user of the appraisal review report?			
7	**Was there language in the appraisal review indicating that the intended use was to assure the reliability and credibility of the appraisal for use in reimbursement of grant monies?			
8	**Did the appraisal reviewer use the DNR Reviewer Certification form or incorporate all aspects of this form into a separate document?			
9	**Was the full legal description provided to the appraiser reviewer and did the appraiser reviewer include it in their appraisal review?			
10	**Was there language in the appraisal review that recommended the appraisal?			
11	***If applicable, has the grantee provided a Use of Funds letter to the DNR to pay for the appraisal review and does the grantee have a budget for “DNR Land Acquisition Costs” in their current work plan?			
12	***If applicable, did the grantee submit a state reviewed appraisal certificate from the DNR for a property with an appraised value of over \$1,000,000? The technical review will be conducted by the DNR on all properties valued over \$1,000,000.			
13	***If applicable, did the grant recipient provide the acquisition packet information to Cindy Nathan prior to the review request?			
14	***If applicable, was the DNR listed as an intended user of the appraisal review report and was the intended use to assure reliability and credibility of the appraisal for use in reimbursement of grant monies?			
15	***If applicable, was the appraisal recommended?			
#	Landowner Information	Yes	No	N/A
1	Is the grant recipient working with a willing seller and was the landowner made aware of the fact that the grant recipient intends to either retain ownership or convey the real property or an interest in the property to a governmental entity?			
2	Did the grantee disclose whether or not any conflicts of interest exist to the landowner?			
3	Did the grant recipient obtain a completed landowner’s disclosure form that contains all components if the DNR’s Landowner Disclosure Form based on			

	discussions with the landowner?			
4	Was the completed landowner's disclosure form provided to the appraiser and the appraiser reviewer before the appraisal and appraisal review were conducted? The grant recipient may have the appraiser include this form as an addendum to their appraisal or the grant recipient may submit it separately to the Grants Unit.			
#	Site Assessment	Yes	No	N/A
1	Was a site assessment conducted on the property?			
2	Were buildings and other improvements on the property inspected?			
#	Legal Description/Marketable Title	Yes	No	N/A
1	Was the legal description reviewed by a real estate professional? If a survey is needed to record a legal description, the grant recipient shall submit the survey to the DNR.			
2	Did the grantee obtain marketable title through a title opinion from a real estate attorney, title commitment for title insurance?			
#	Conveyance to the DNR (if applicable)	Yes	No	N/A
1	If the land or easement will be conveyed to the DNR, did the grant recipient submit the following required items? Site Assessment, Landowner Disclosure Form, evidence that the County Board was notified of the acquisition, title information, survey documentation, deed, or if not yet purchased, the option agreement.			

#	Verification Section	Yes	No
1	Was the site assessment signed and submitted?		
2	Were copies of all appraisal(s) and appraisal review(s) signed and submitted?		
3	Was the State Reviewed Certificate submitted if applicable?		
4	Was there any documentation submitted showing the full legal description or real interest in property purchased? If there was a survey conducted, that documentation needs to be submitted as well.		
5	If applicable, was a required survey submitted?		
6	Was a Landowner Disclosure Form or a forming containing all its components submitted?		
7	Was evidence of title submitted such as title opinion from an attorney or a title insurance commitment document?		
8	Was there any documentation that shows the amount paid or to be paid for the real property or interest in real property such as a purchase or option agreement? If so, was this document signed?		
9	Does the legal description match on the appraisal, the appraisal review, title document, and the purchase/option agreement?		

10	Does the number of acres match on the appraisal, appraisal review, and the purchase/option agreement?		
11	Were all other applicable forms signed (appraiser certification form, reviewer certification form, landowner disclosure form, SRA form)?		

***-Meeting all requirements of this form does not guarantee that your organization will be approved for an advance or reimbursement of grant funds. This document was created as a guidance instrument to breakdown the Attachment E requirements in a user-friendly format.**