



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 reviewed appraisal certification letter was required

Property Name: County: Acres:

Grant: Market Value Date:

Appraised Value: \$ Purchase Price: \$

#	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.			
2	For properties valued between \$20,000 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 1-1-16?			
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?			

#	Valuation/Appraisal	Yes	No	N/A
8	Did the intended use include negotiation and grant reimbursement language?			
9	Was the purchase agreement executed within one year of the effective date of the appraisal?			
10	Was the appraised 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- 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. Appraisal reviews must be completed prior to submitting a request for reimbursement or an advance of funds for an acquisition.	Yes	No	N/A
1	*If an administrative review was conducted, were all elements of the DNR administrative review checklist met and did the review meet the Grants Unit spot check requirements?			
2	** If a technical review was submitted, was it prepared in conformity with USPAP and the current Minnesota DNR "Supplemental Appraisal and Appraisal Review Guidelines 1-1-16?			
3	**If a technical review was conducted, did the grantee use a technical reviewer on the list provided by the DNR?			
4	**Was the DNR listed as an intended user of the appraisal review report?			
5	**Was there language in the appraisal review indicating that the intended use was to assure conformance to standards and the reliability and credibility of the appraisal for use in reimbursement of grant monies?			
6	**Did the appraisal reviewer use the DNR Reviewer Certification form or incorporate all aspects of this form into a separate document?			
7	**Was the full legal description provided to the appraiser reviewer and did the appraiser reviewer include it in their appraisal review?			
8	**Was there language in the appraisal review that recommended the appraisal?			

#	Valuation/Appraisal	Yes	No	N/A
9	***If applicable, did the grantee submit a state reviewed appraisal certification letter from the DNR for a property with an appraised value of over \$1,000,000?			
#	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 grant recipient obtain a completed landowner disclosure form based on discussions with the landowner and was a copy of the form given to the appraiser and appraiser reviewer? 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? Improvements should not be included in the appraised value.			
#	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 or a title commitment for title insurance?			

#	Verification Section	Yes	No
1	Was the site assessment submitted?		
2	Were copies of all appraisal(s) and appraisal review(s) signed and submitted?		
3	Was the State Reviewed Appraisal Certification letter submitted (if applicable)?		
4	Was there any documentation submitted showing the full legal description or real interest in property purchased such as a survey?		
5	Was a Landowner Disclosure Form submitted?		

#	Valuation/Appraisal	Yes	No	N/A
6	Was evidence of title submitted such as title opinion from an attorney or a title insurance commitment document?			
7	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? If it was an option agreement, was the exercise letter signed and submitted?			
8	Does the legal description match on the appraisal, the appraisal review, title document, and the purchase/option agreement?			
9	Does the number of acres match on the appraisal, appraisal review, and the purchase/option agreement?			
10	Were all other applicable forms signed (appraiser certification form, reviewer certification form, landowner disclosure form, SRA form)?			
11	Does this request meet all requirements for reimbursement?			

***-Meeting all requirements of this checklist does not guarantee that your organization will be approved for an advance or reimbursement of grant funds for fee title or easement acquisition purchases. This document is an instrument to be used to breakdown the FY17 Attachment E requirements noted on your grant agreement in a user-friendly format.**