

**DNR Acquisition Partner
Property Information Form**

Date Submitted to Appraiser:

Date Last Updated:

Contact Information

1. Partner Name:
2. Mailing address(es):
3. Telephone number(s):
4. Email address:
5. Additional contact information/instructions, if needed:

6. Current landowner name(s):

Property Information

7. County:
8. County Parcel ID(s), list all:
9. Will this property be: Gifted to the DNR Sold to the DNR Not Going to DNR
Is this an appraisal causation letter project? Yes No
10. Landowner is selling: All of the contiguous land they own.

Part of the contiguous land they own. *(Map of additional ownership is requested in the checklist below if this box is checked.)*

Contiguous land is any land directly touching or across the road from land that is being considered for acquisition. If landowner is selling part of their contiguous land, provide estimated number of adjoining/contiguous acres that will remain in their ownership:

11. Estimated acres of acquisition:

Fee Simple Acres:

Easement Acres:

Note: Easement acres represent new easements being created and acquired, not existing easements.

If there are additional property appraisal scenarios, please add additional pages as needed, with a description and proposed fee simple acres, easement acres and total acres.

12. Known name of any Lake(s) or River(s) with a Public Water Inventory (PWI) number within or adjoining subject property (*The PWI number does not need to be provided, just the name*):

- Estimated total front feet of each lake(s) or river(s) identified above:

Source for front feet data: Survey

County Assessor

Other:

13. Legal access to parcel:

Via Public Road Via Easement None

Other:

If access is via easement:

Easement is already in place

Easement will be acquired

Easement is unrestricted

Easement is restricted/for management only

Access comments (optional):

Property Encumbrances

Please list and attach documents to any encumbrances you know of, including copies of any agreements referred to in the landowner disclosure.

14. Any encumbrances/agreements on the property **that will not be extinguished at or before closing with the landowner** must be identified. Encumbrances may include but are not limited to tile line, drainage, farming, SFIA, CRP or RIM reserve agreements (including verbal); residential, commercial or other leases (including verbal); and utility or access easements. Please indicate how any encumbrances have been or will be identified:

- Appraiser to research and identify any/all encumbrances and provide copies to partner.*
- Partner to research and identify any and all encumbrances and provide copies to appraiser. If partner is doing this work, list encumbrances below and attach:

15. Does the property have any physical residential or commercial tenants? Yes No
- a. If yes, please list:

Appraisal Considerations, Site Characteristics and Site Inspection

16. Appraisal standard: State Federal

17. Sand, Gravel and Mineral Interests:

- a. Is there known gravel/sand value on the subject property? Yes No
- i. If yes, will the landowner be signing a gravel valuation waiver (not applicable to Federal appraisals)? Yes No
- ii. If yes and appraisal will be to Federal standards, partner has obtained a geotechnical study to quantify the gravel/sand value of the property prior to ordering an appraisal. Geotechnical study is attached. Yes No
- b. Are there known mineral interests affecting this property? Yes No
- i. If yes, please provide any available documentation related to those mineral interests.
- c. Are the known mineral interests severed? Yes No

18. Physical site inspection conducted by:

- a. Site inspection date:

19. Setting: Rural Suburban Urban

20. Were any of the following items observed on the site?

- | | | |
|--|---|--|
| <input type="checkbox"/> Vegetation Damage | <input type="checkbox"/> Transformers | <input type="checkbox"/> Stumps |
| <input type="checkbox"/> Drums | <input type="checkbox"/> Surface Tanks | <input type="checkbox"/> Power/Utility Lines |
| <input type="checkbox"/> Ponds/Basins | <input type="checkbox"/> Landfills | <input type="checkbox"/> Underground Tanks |
| <input type="checkbox"/> Trash/Debris | <input type="checkbox"/> Surface Staining | <input type="checkbox"/> Oil Sheen |
| <input type="checkbox"/> Gravesites/Cemeteries | <input type="checkbox"/> Odor | <input type="checkbox"/> Asbestos |
| <input type="checkbox"/> Physical barriers to legal access | | |
| <input type="checkbox"/> Other concerns – please describe: | | |

None of the above were identified on the site

If any items listed above were observed, the site should be:

- Valued AS-IS** **Valued as item(s) will be removed**

Improvements: Are there any improvements on the property being acquired? Yes No

If yes, please describe (i.e. homesite, structures, driveway, other site improvements):

- a. Will improvements be removed prior to conveyance to the partner?* Yes No
- b. If improvements will not be removed, are there known contaminants or hazards?
Ex: asbestos, unstable/dilapidated buildings. Yes No
- c. Should the property be appraised AS IS?* Yes No
 - i. If yes, partner acknowledges the improvements or property condition are being accepted as is.
- d. Are there any improvements on other adjacent/contiguous property owned by the landowner? Yes No
 - i. If yes, please list:

21. **Wells:** Are there any wells on the property? Yes No
 If yes, will they be sealed prior to closing?* Yes No
22. **Septic:** Are there any septic systems on the property? Yes No
 If yes, will they be properly abandoned prior to closing?* Yes No
23. **Environmental:** Has a Phase 1 Environmental Assessment been completed? Yes No
 If yes, attach report and answer the following questions.
- a. List any Recognized Environmental Conditions, if identified:
- b. Should the property be appraised as meeting applicable environmental standards?* Yes No
24. **Unauthorized uses (include any trespasses, encroachments, boundary issues, etc.):** Are there unauthorized uses? Yes No
- a. If yes, explain the extent of the unauthorized use:
- b. Should the property be appraised as if the unauthorized use is resolved prior to closing with partner?* Yes No
- c. OR should the property be appraised AS IS?* Yes No

*If yes, include additional instructions to the appraiser in the Special Appraisal Instructions section below.

Special Appraisal Instructions

25. If you answered “yes” to any of the questions that have an asterisk above, this likely will require additional instructions to the appraiser to ensure they appraise the property correctly. Given that, are there any appraisal considerations listed above, or other factors that the appraiser should be aware of that may create the need for any hypothetical conditions or extraordinary assumptions?

Reminder: Any hypothetical conditions or extraordinary assumptions require preapproval by DNR's Appraisal Management Unit. Contact Greg Heyblom, Appraisal Management Unit Supervisor at 218-231-8451 or greg.heyblom@state.mn.us to obtain preapproval.

Summary of Attachments

Required

- Map of subject property for each appraisal scenario
- Complete legal description for each scenario of all land to be acquired
- Copy of Deed(s) or other legal instrument(s) by which ownership was acquired
 - Partner** to provide deed/legal instrument(s) by which ownership was acquired to appraiser
 - Appraiser** will obtain deed/legal instrument(s) by which ownership was acquired
- Landowner Disclosure form

Required if applicable

- Copies of encumbrances/agreements that will not be extinguished at or before closing
 - Appraiser** to research and identify any and all encumbrances and provide copies to partner
 - Partner** to provide all known encumbrances to the appraiser
- Complete legal description or map depicting all adjacent/contiguous land owned by the landowner not included in the acquisition
- Copy of Phase 1 Environmental Assessment
- Copies of any new easement/lease terms
- Geotechnical study to quantify sand/gravel value on the property
- Documentation related to known mineral interests