



**Washington State
Department of Transportation**

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February 11, 2014

RE: Inventory Policy - Interim Guidance
Right of Way Manual (M 26-01)

To: All Right of Way Manual Holders:

This letter is to inform you that WSDOT Accounting and Financial Services (AFS), in conformance with the Governmental Accounting Standards Board (GASB) have altered the way that we here in Real Estate Services will be inventorying our real property purchases. The following Chapters of the Right of Way (ROW) Manual are currently being updated for the October 2014 edition:

- Chapter 6 – Acquisition
- Chapter 10 – Payment Vouchers
- Chapter 11 – Property Management
- Chapter 12 – Relocation Assistance
- Chapter 13 - Forms

In addition, the “User Manual for IRIS” found in the Report tab of IRIS will detail all of the necessary changes and how to properly inventory properties purchased by WSDOT for our highway facilities.

In the meantime, the following interim guidance will provide direction on how to inventory acquired real property interests:

- Inventory Go Forward Policy
- Exhibit A – Policy Memo for Land and Intangible Asset Inventory Practices
- Exhibit B – IRIS Presentation for Go Forward Policy
- Exhibit C – Real Property Voucher
- Exhibit D – Acquisition Transmittal
- Exhibit E – Internal Coding Voucher

Please note that all of these changes to the way we do business were effective on July 1, 2013 and any purchases by Regions since that date should include all of the necessary data. All of these changes will be reflected in the October 2014 ROW Manual update.

Interim Guidance
February 11, 2014

If you have any questions regarding this direction, please contact Jim Salter at (360)705-7312 or Cindy Tremblay at (360)705-7335.

Sincerely,



Dianna Nausley
HQ Real Estate Services Assistant Administrator
WSDOT, Real Estate Services
(360)705-7329

Attachments

POLICY AND PROCEDURE FOR THE INVENTORY OF ALL PROPERTIES PURCHASED BY THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

WSDOT Accounting and Financial Services (AFS), in conformance with the Governmental Accounting Standards Board (GASB) have altered the way that we here in Real Estate Services will be inventorying our real property purchases. This document, along with changes to Chapters 6, 10, 11, 12 and 13 of the R/W Manual and the “User Manual for IRIS” found in the Report tab of IRIS will detail all of the necessary changes and how to properly inventory properties purchased by WSDOT for our highway facilities. Please note that all of these changes to the way we do business were effective on July 1, 2013 and any purchases by Regions since that date should include all of the necessary data.

Due to minimum resource availability (staff and dollars), we currently have one full-time PAS 2 (David Yoon) doing the majority of the work necessary to make corrections to all of the properties WSDOT purchased since 2002. This PAS 2 is currently paid from the Property Management budget, so you may see charges from your Region budget when David is making corrections to your Region inventory. David is in the process of training one other part-time person to assist in this endeavor.

Acquisition:

The following new section is added to Chapter 6, Section 5:

6-5.7 Inventory Control Numbers

In coordination with Property Management any property right acquired shall be assigned an Inventory Control Number (ICN). Even if no parcel number has been assigned an ICN must be assigned if WSDOT has acquired a property right. This also includes all right of way obtained from local agencies. A separate ICN shall be assigned to each type of property right acquired for the parcel, i.e. fee, easement, temporary right, etc.

Chapter 6, Section 13.2.A is amended to add the following:

7. Term of payment shall be 1 year or less.

Chapter 6, Section 23.A is amended as follows:

3. **Deleted**

Chapter 6, Section 23.C is amended as follows:

3. **Property Management** – Places an “X” in the appropriate box for the property and/or improvements acquired. Inserts the Inventory Control Number or Numbers as appropriate for the acquisition.

4. **Agent's Signature** – The acquisition agent prints and signs the transmittal in the blanks provided.
5. **Remarks** – Enters any pertinent explanations, information, etc., including, if appropriate, the fact that the parcel had been previously turned in for condemnation.

Chapter 10 is amended as follows:

10-2.1.B. No changes or deletions are permitted in the claimant's certificate.

10-2.D. Every transaction involving a payment of money by the state requires an original Real Property Voucher for each parcel number.

10-2.D.1. The Real Property Voucher is a summation of the entire transaction.

10-2.D.1.a-h, inclusive – **Deleted**

10-2.D.2 There may be additional Real Property Vouchers.

10-2.D.2.a Additional vouchers are prepared to order payment of any sum which has been deducted from another voucher, such as:

10-2.D.2.a(1) For payment of the property owner's obligation to another party, e.g property taxes, payment to lender, etc.

10-2.D.2.a(2) For the direct payment of a cost to cure item, statutory evaluation allowance, etc.

10-2.2.1 The Acquisition Specialist prepares all necessary Real Property Vouchers.

10-2.2.1.A through N, inclusive - **Deleted**

10-2.2.2.A. Obtains the signature of the appropriate grantors or claimants in the signature block per Chapter 9.

10-2.2.2.B – **Deleted**

10.2.2.2.C - Obtains a completed SWP form from the payee in accordance with Chapter 10-1.

10-2.2.2.F - Gives a copy of the voucher to the property owner or claimant. Includes the original voucher(s) with the acquisition transmittal.

10-2.2.3.A The Region RESM signs as Authorized Agent on the original Real Property Voucher.

10-2.2.3.A.1 through 3 **Deleted**

10-2.2.3.B **Deleted**

10-2.2.3.C – Deleted

10-2.3 Internal Coding Sheet for Real Property Voucher **(Training will be provided by HQ)**

10-2.3.1 Rules

10-2.3.1.A Every Real Property Voucher shall have attached an Internal Coding Sheet for Real Property Voucher (RES-336). The form is available in electronic format.

10-2.3.2 through 10-2.3.10, inclusive - Deleted

The following forms will be revised in Chapter 13 of the ROW Manual:

- RES – 321 Real Property Voucher – **Exhibit C**
- RES – 353 Right of Way Parcel Transmittal – **Exhibit D**

The following form will be added to Chapter 13 of the ROW Manual:

- RES – 336 Internal Coding Sheet for Real Property Voucher - **Exhibit E**

Relocation Assistance:

NEW Section

12-13 Relocation Inventory

WSDOT Accounting and Financial Services (AFS), in conformance with the Governmental Accounting Standards Board (GASB) have altered the way that Real Estate Services will be inventorying real property purchases. This section, along with changes to the “User Manual for IRIS” found in the Report tab of IRIS will detail the process on how to properly include relocation dollars as part of the inventory of properties purchased by WSDOT for our highway facilities.

In coordination with Property Management, any property rights acquired shall be assigned an Inventory Control Number (ICN). A separate ICN will be assigned to each type of property right acquired for the parcel. Payments for relocation activities are identified in TRAINS and IRIS by the JN object code. WSDOT will distinguish relocation dollars (JN activity) paid to displaced persons as part of the overall land rights being acquired and the dollar amounts will be added to the Property Management side of IRIS.

Inventory of relocation dollars will be accomplished by either of the following:

1. Generate a JN report (IRIS & TRAINS) to compute relocation dollars paid to a displaced person from both IRIS and TRAINS on a specific parcel at the time the relocation file is closed if the closure date is prior to July 1st.
2. Generate a JN report (IRIS & TRAINS) to compute relocation dollars paid to displaced persons on all open relocation files for the July 1st to June 30th fiscal year reporting period. The report will be generated on or around 15th of July each year.

3. A total dollar figure for the reporting period will be entered into the Property Management side of IRIS by the State Relocation Reviewer by the end of each July. Relocation dollars will be identified as part of the land value and will be added to the appropriate ICN that identifies the land value.

Property Management:

The language below is found in Chapter 11 of the Right of Way Manual and is a minimal discussion regarding the use of IRIS for entering and maintaining data records. The italicized notes will be added to Chapter 11 of the R/W Manual with the 2014 manual updates. More specific information will also be available through the HELP tab in IRIS and further details are provided in Exhibits A and B attached. The attached Exhibit A is a draft policy memo that was created by Jim Richardson/AFS when this new process was first initiated. The attached Exhibit B is the inventory presentation that Robin Curl provided some months ago. Her detail relates not only to the new process we are following but to the overall completion of an appropriately documented inventory in IRIS.

Please note that the information added by Property Management staff statewide is keyed off the data provided on the Acquisition side of the house. A great deal of the cost information that AFS is looking for can be found under the Acquisition tabs and uploaded into the appropriate field under the Property Management tab. We continue to refine the Property Types utilized in order to minimize the number of times staff must return to IRIS to update data, e.g., are we properly noting when unconstructed right of way becomes operational right of way; are we properly noting the funding resource; are there participating federal dollars; if a building is located on the purchased land, are we using it for a project office; is the interest held temporary in nature? If so, then a Temporary Right Expiration Date should be entered and Region staff should track when the right expires and update the IRIS information. If the data is not readily found on the Acquisition side of IRIS, then the Real Property Voucher is a tool that details the information necessary to complete the Improvements tab and the Acquisition Data tab.

Region staff will be responsible for the input of the Property Management information into IRIS as well as the update of that information when appropriate, e.g., upon completion of construction – altering the inventory to reflect what was utilized within the right of way and what may lay outside the constructed facility, noting the completion of the temporary construction period for a TCE, etc.

COMMENTS, COMMENTS, COMMENTS – Every time you enter IRIS and alter data, a comment should be made in the Comments portion of the IRIS screen. This comments section is extremely important as we have never had a functioning IRIS diary, and the standard diary that may be added to the hard copy file is not globally available.

11-2 Preparation for Management

11-2.1 Property Management System and Inventory

A. Property Management data records will be entered and maintained in IRIS and will include:

1. Inventory of all real property and real property interests inside and outside of the operating right of way. A description of all such property types is shown in [Appendix 11-1](#), Property Types.

Note – we are currently in the process of amending and updating our Property Types list and will be looking to the Region for assistance. Due to the new direction we have received from AFS, we will need to inventory every “interest held”. That means you may have one acquisition that will have multiple IC numbers. If from one property owner we acquire a fee interest, an easement, and a temporary construction easement, 3 IC#’s will be required. Additionally, it will be necessary to split the acquisition costs amongst the multiple inventories. Title and Acquisition staff here in HQ are currently working on changes to IRIS to more comprehensively detail costs and there will be revisions to the Real Property Voucher to show each interest acquired, square footage/acres acquired for each interest held, the appropriate parcel number, funding resource, etc.

Of primary importance to AFS (in addition to IRIS acquisition totals matching TRAINS acquisition totals) is the completion of the tabs identified as “Improvements/Fixtures/Land Inventory & Disposition” and the tab identified as “Acquisition Data”. All of the entries into the Improvements tab should equal the amount shown in the Acquisition Data tab. As mentioned above, those costs should be split if the acquisition includes varied interests; fee, easement, etc.

2. Inventory of WSDOT owned/managed Airports and Rail lines.

Note – over the past few years, we have begun the process of entering all of the Aviation real property information into IRIS and we see a continuing effort toward collaboration from the Rail Division. Please note that the Property Management/Property Inventory tab should contain all of the general information regarding the property purchased.

3. Records of rental properties, including all leases, e.g., airspace, ground, residential.

Note – it is oftentimes necessary to create Displacee Leases prior to acquisition of the parcel. In order to assure accurate data in IRIS, the inventory number created to address the lease must contain the information relevant to the Parcel, not to the Premises being leased. Additionally, staff must be sure to revisit the IRIS database to update all of the appropriate acquisition cost information once all of the parameters of the parcel acquisition are obtained, e.g., size, specific location, nickname, etc.

4. Property disposal status/activities.

Note – Numerous situations can occur within the property disposal arena:

- 1) *If selling the entire parcel, the information on the Property Detail screen will remain unchanged;*
- 2) *If selling a portion of the “larger parcel”, a new IC# must be created and the new IC# Property Detail screen must reflect all of the appropriate parameters of that sale property, as well as a split out of the original purchase dollars to go with the new inventory. There must also be appropriate changes to the size and value of the property that remains within WSDOT ownership. The property type for the disposal area will be indicative of the “type” of property being sold; The Property and Acquisition Specialist must also update the relevant information found in the Disposal tab, e.g., disposal activation date, disposal to RA date, RA decision/date, comments.*
- 3) *In some cases, WSDOT will convey an easement having a long term impact on the property it continues to own. In those cases, WSDOT is conveying a less than fee interest “encumbering” its remaining ownership. A new IC# must be created to record the encumbrance against the parent “fee owned” inventory. The new IC# only exists to record the encumbrance, not to record any ownership. For the new IC#, the property type will be ‘Encumbrance’, there will be no values or line items in the Improvements/Fixtures/ Land Inventory & Disposition section. The Acquisition Data section should only reference the parcel # of the parent IC#, but no dollar values. Interest Held will reflect the interest being conveyed, e.g., easement, permit, etc. Present Use should be indicative of the use being allowed. Since this encumbrance will require a plan revision, the square footage or acreage covered by the encumbrance should be noted. For the parent IC#, all fields remain unchanged. For both IC#, it is critical to make entries in the Comments section that at a minimum references the two IC#s to each other and why the second IC# was created.*

There will also be some changes to the IRIS screen and the Property Details when conveying property to other public entities for continued “highway purpose”. As those situations occur, Region and HQ staff will work together to appropriately reflect the details in the IRIS database.

5. Real estate contract sales.

6. Reporting capability for various informational needs.

7. All improvements acquired, whether inside or outside of the operating right of way.

Note – as mentioned above, this Improvements tab should detail all of the costs of the acquisition. These costs will include the land, any and all buildings with value, interest payments, title costs, relocation costs, etc.

8. Payment information related to leases and contract sales.

Land and Related Intangible Asset Inventory Practices for Financial Reporting Compliance

I. Purpose

This Accounting and Financial Services policy memorandum establishes:

- The Washington State Department of Transportation's (WSDOT) policy for the inventory and financial reporting of land and related intangible assets
- The responsible parties for ensuring compliance with financial reporting standards and compliance with state law

II. Scope

The Revised Code of Washington (RCW) 43.88 as implemented by the State Administrative and Accounting Manual (SAAM), requires the WSDOT to comply with rules and guidance set forth by the Governmental Accounting Standards Board (GASB). GASB is a non-profit, private organization recognized nationally by federal, state and local governments as the authoritative body for promulgating accounting rules and guidance for state and local government accounting and financial reporting.

The GASB requires all land, to include land within the right-of-way of constructed highway projects, owned by governmental units to be reported in the financial statements. Intangible assets such as easements, access, water, and mineral rights associated with land, as well as restrictions rights the WSDOT acquires against another party's property must also be reported in the financial statements.

III. History

There is a significant amount of land assets which are not reported in the Integrated Realty Information System (IRIS), or interface to the State's accounting records and financial statements. The known and most common causes are;

1. Land with a Property Type designation of Unconstructed Right-of-Way (per the plans) that was inventoried in the Property Management section of IRIS, but the inventory record has been subsequently closed as the project went to construction.
2. Land within the right-of-way (per the plans) and budgeted/planned for a construction project at time of acquisition, has generally not been inventoried in the Property Management section of IRIS.

3. Incomplete inventory records in the Property Management section of IRIS which prevents the asset record from reporting properly.

This has resulted in under-reporting of land assets.

IV. Procedures/Process

All WSDOT owned land and related intangible assets must be inventoried in IRIS and identified through the use of Inventory Control Numbers (ICNs).

1. The minimum information necessary for IRIS to report an ICN to the State's financial statements are;
 - a. Property Type that accurately identifies the nature of the inventoried asset (surplus property, wetland, unconstructed right-of-way, easement, access rights, etc.).
 - b. Fund on the primary Work Order Group that incurred the acquisition costs.
 - c. Detail of Acquisition Values for line item costs in the Improvements/Fixtures/Land Inventory & Disposition section of Property Management associated with land or rights acquired (see item 3 below of categories of line item costs).
 - d. Interest Held must be appropriately identified as to the nature of ownership or right acquired (Fee, Lease, Temporary or Permanent Easement, Permit).
 - e. Acquisition Data of the Property Management section must include;
 - i. WSDOT Parcel Number(s), when identifiable,
 - ii. Date, and
 - iii. Total Acquisition Cost of the Parcel(s).
2. Intangible assets such as easements, access rights, and, mineral and water rights must be inventoried with property types that distinguish them from land.
3. Acquisition Value for each ICN will include as applicable;
 - a. Purchase Price, or
 - b. Fair Market Value at date of acquisition when,
 - i. Purchase price is unknown, or
 - ii. Purchase price does not reasonably reflect the fair market value, or
 - iii. Land is traded for other land and the fair market value of the land relinquished is not reasonably equal to the fair market value of the land acquired
 - c. Line items to be detailed in the Improvements/Fixtures/Land Inventory & Disposition section of Property Management and associated costs include as applicable;
 - i. Land,
 - ii. Buildings and structures,
 1. Buildings and structures WSDOT intends to use permanently or temporarily for more than a year will be inventoried in both;
 - a. IRIS without an Acquisition Value, and
 - b. The Facilities Office's Computer Aided Facilities Management system (CAFM) with an Acquisition Value,
 - iii. The acquisition cost of other buildings and structures will be inventoried only in IRIS with an Acquisition Value,
 - d. Improvements (wells, fences, retaining walls, etc.),
 - e. Legal, Title, and Filing fees,

- f. Professional fees of engineers, attorneys, appraisers, financial advisors, etc.,
 - g. Surveying fees,
 - h. Appraisal and negotiation fees,
 - i. Damage payments,
 - j. Site preparation to put land into condition for intended use (this would usually be the demolition of structures, sealing of wells, removal of obstacles, etc.) when not part of the highway construction costs,
 - k. Other costs not listed above.
 - i. Contact Accounting and Financial Services for clarification on whether a cost item not listed above should be part of the acquisition values
4. Payments for the purchase of land or intangible assets must follow sub-sub-object coding definitions established in the WSDOT Chart of Accounts;
- a. JE for land purchases
 - b. JA11 for intangibles with a life greater than 1 year, costing less than \$1 million per parcel
 - c. JR01 for intangibles with a life greater than 1 year, costing \$1 million or more per parcel
 - d. ED03 for intangibles with a life less than 1 year
5. Temporary Intangible Assets
- a. No extension or renewal clause exists in the original agreement
 - i. Inventory the asset with a Temporary Expiration Date equal to the termination date as specified in the agreement
 - ii. If the right is extended by a new agreement under the same parcel #, then the original inventory record will be increased by the additional payment and new Temporary Expiration Date established
 - iii. If extended by a new agreement under a new parcel #, then the original inventory record will be closed and a new inventory record established
 - b. One or more extension or renewal periods are specified in the original agreement
 - i. If any additional payment is made under the original parcel #, then the original inventory record will be increased by the additional payment and the Temporary Expiration Date changed
 - ii. If any additional payment is made under a new parcel #, then the original inventory record will be closed and a new inventory record created under the new parcel

V. Responsibilities

The Real Estate Services Office (RES) is responsible to;

- Update information in IRIS,
- Code the proper sub-sub-object code on payment vouchers for the purchase of land and intangible assets.

The Accounting & Financial Services Office (AFS) is responsible to;

- Monitor acquisition expenditures compared to inventory values in appropriate inventory systems; IRIS, CAFM, Minor Capital
- Monitor the interface of IRIS data to the Transportation Asset Reporting System (TARTS), and,
- Report land and intangible assets in WSDOT's Transportation Reporting And Information System (TRAINS).

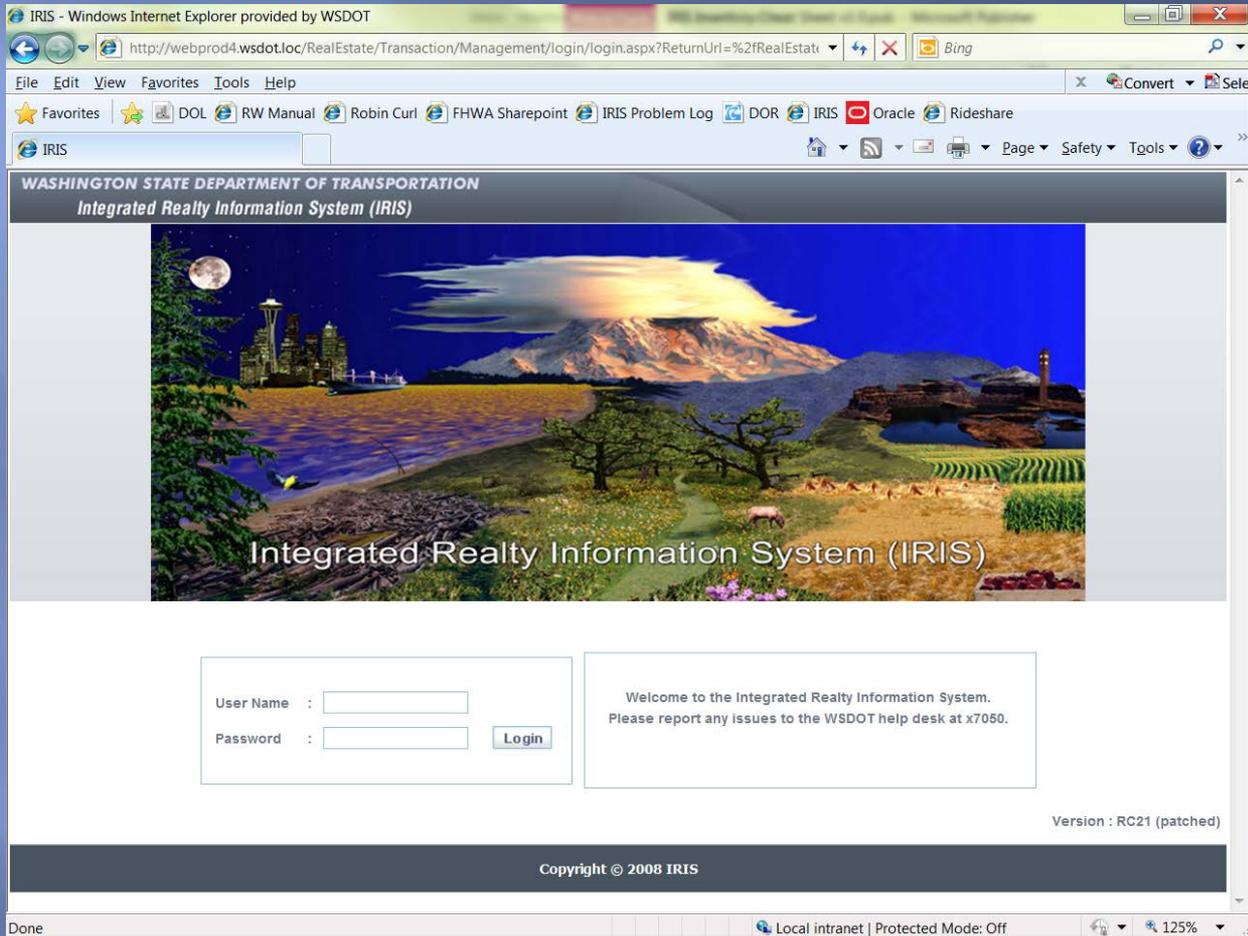
VI. Authorizing Sources

GASB Statement No.34 – Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments

GASB Statement No. 51 – Accounting and Financial Reporting for Intangible Assets

RCW 43.88 – Budget and Accounting Act

State Administrative and Accounting Manual (SAAM), Chapter 30, Capital Assets



Contact Information:
Exhibit B
Robin Curl, HQ PMA & Administrator
curlr@wsdot.wa.gov
360-705-6968

Why Inventory all Land and Land Rights?

- By state law, all state agencies must comply with Generally Accepted Accounting Principles (GAAP) in recording accounting transactions and producing annual financial statements.
- All assets are required to be reported in the financial statements at historical cost and depreciated as appropriate.
- Land is an asset. Doesn't matter if it is within or without the right of way. GAAP requires all land to be recorded in an inventory/tracking system capable of reporting historical cost in a manner to ensure inclusion in the financial statements.
- In addition, Land Rights such as easements are also assets of the agency. Temporary easements may also be subject to depreciation whereas permanent easements are not.

Creating an Inventory Control Number

The screenshot shows a web browser window displaying the IRIS (Integrated Realty Information System) interface. The page title is "SIMPLE SEARCH". There are two main sections: "Acquisition Data" and "Property Management Data". The "Acquisition Data" section has a "Create New Project" button and a "Last filter applied: None" link. The "Property Management Data" section has a "Create New Inventory" button and a "Last filter applied: None" link. Both sections contain various search criteria with dropdown menus and "Find related items" links. Arrows point from the "Property Management Data" tab and its "Create New Inventory" button.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT HELP SIGN OUT

SIMPLE SEARCH

Acquisition Data [Create New Project](#) Last filter applied: None [Reset All](#)

Project: Find related items Parcel Numbers: Find related items

Project Version: Find related items Work Order Number: Find related items

WIN: Find related items PIN: Find related items

Project Title: Find related items

RW Plan Title: Find related items

Property Owner: Find related items

Tenant: Find related items

Property Management Data [Create New Inventory](#) Last filter applied: None [Reset All](#)

Inventory Number: Find related items Contract Number: Find related items

Lease Number: Find related items Inventoried Parcel: Find related items

RW Plan Title: Find related items

Purchaser: Find related items

Property Address: Find related items

Tenant: Find related items

Turnbacks: Find related items

[Search](#)

Copyright © 2007 IRIS

Local intranet | Protected Mode: Off 125%

- ❑ After logging in, you will arrive at a screen that looks like the one above.
- ❑ Click on the circle next to “Property Management Data”.
- ❑ The system will refresh and then you will be able to Create New Inventory.

Creating an Inventory Control Number

The screenshot shows the IRIS web application interface. The browser address bar displays the URL: http://webprod1.wsdot.wa.gov/RealEstate/Transaction/Management/property_management/PM_pdetail_pl.asp. The page title is "IRIS". The navigation menu includes: Inven, Project Management, Parcel Summary, Title, Appraisals/ADS, Acquisition, Condemnation, Relocation, Property Management, and Diar. The main content area is divided into several sections:

- Process Information:** Includes fields for Nickname, Process Location, Improvements (Yes/No), Federal Participation (Yes/No), Fund (091), Process Date, Donated (checkbox), Federal Aid%, and Agency (405).
- Improvements/Fixtures/Land Inventory & Disposition:** Contains an "Acquisition Data" table with columns: ParcelNumber, Date, Total Acquisition Cost, Fund, WorkOrder, PlanTitle, SheetNumber, FederalAidNumber, and FederalAid%. A row shows ParcelNumber 1-23283, Date, Total Acquisition Cost \$420,000.00, Fund 091, WorkOrder RW5043, PlanTitle SR 99, CENTRAL WATERFRONT, and SheetNumber 9. Below the table is an "Add Acquisition Data" button.
- Location Data:** Includes fields for Property Address (1107 1st Ave), City (Seattle), State (Washington), Zip (98101), and Location (1107 1st Ave). It also includes an "Abbreviated Legal" section with fields for Q#, Q#, SQ, TT, Gov't Lot #, Grid #, Latitude, Longitude, Land Size (9940.000), Measured In (SQ FT), Interest Held (Fee), Present Use (Land), and Expiration Date.
- Comments:** A section for user comments. A comment from Robin Curl on 03/06/2013 at 14:22:40 states: "I have created this ICN to inventory parcel number 1-23283".

At the bottom of the form, there are two buttons: "New" and "Save". A black arrow points to the "New" button.

You can also create a Inventory Control Number (ICN) by clicking “New” at the bottom of the Property Inventory Screen.

Be aware that by using this feature IRIS will create the new ICN in the Region and County you were previously working in.

If you create an ICN using the wrong county, please e-mail Robin Curl (curlr@wsdot.wa.gov) with the following information:

- ❑ Current ICN
- ❑ Correct County

Creating an Inventory Control Number

To create the Inventory Control Number (ICN) the following fields need to be filled in:

- 1. Region
- 2. County
- 3. Property Type (Right of Way Manual - Chapter 11, Appendix 11-1)
- 4. Inventory Date (usually the date of entry)
- 5. Improvements (Choose Yes or No)
- 6. Federal Participation (Choose Yes or No)
- 7. Fund
- 8. Property Address
- 9. City
- 10. Zip
- 11. Location
- 12. Abbreviated Legal (this information can be found on the front page of the deed)
- 13. SS – Section
- 14. TT – Township
- 15. RRR – Range
- 16. Land Size
- 17. Measured In (Choose Acres or SQ FT (square feet))
- 18. Interest Held (Choose Fee, Lease, Permanent Easement, Permit, or Temporary Easement)
- 19. Present Use (Right of Way Manual - Chapter 11, Appendix 11-?)
- 20. Enter Comments (Why are you creating this ICN?)

The following information should be entered if applicable:

- 1. Site Number (if inventorying a Capital Improvement)
- 2. FCR # (if inventorying Facilities property)
- 3. Donated (click the box to mark)
- 4. Federal Aid %
- 5. QQ (Quarter Quarter)
- 6. QS (Quarter Section)
- 7. Gov't Lot # (Government Lot Number)
- 8. Grid #
- 9. Latitude
- 10. Longitude
- 11. Temporary Right Expiration Date (enter the date the Temporary Right will expire by clicking on the calendar)

Creating an Inventory Control Number

Example of the Property Inventory Screen like if the property is inventoried correctly.

IRIS - Windows Internet Explorer provided by WSDOT

http://webprod4.wsdot.loc/RealEstate/Transaction/Management/property_management/PM_pdetail_pi.asp

File Edit View Favorites Tools Help

IRIS

Project Management | Parcel Summary | Title | Appraisals/AOS | Acquisition | Condemnation | Relocation | **Property Management** | Diary

Property Inventory Maintenance / Demolition

Region: *	Northwest	County: *	King
IC #: *	01-17-09952 01-17-09952	Lease #:	Contract #:
Property Type: *	Unconstructed R/W	Site Number:	
Inventory Date: *	03/06/2013	IC Close Date:	
Nickname:		FCR #:	
Process Location:		Process Date:	
Improvements: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Donated:	<input type="checkbox"/>
Federal Participation:	Yes	Federal Aid%:	
Fund:	09H	Agency: *	405

Improvements/Fixtures/Land Inventory & Disposition

Acquisition Data

Location Data

Property Address1:	1107 1st Ave	Property Address2:	
City:	Seattle	State:	Washington
		Zip:	98101-____
Location:	1107 1st Ave		
Abbreviated Legal:	Ptn of Common Areas, Watermark Tower Condominium, Vol 65 of Condos, pg 44-50; pnt of Common Areas, Watermark Residential Condominium, Vol 65 of Condos, pg 51-57		
QQ:	QS:	SS:	TT: 25 RRR: 04E
Gov't Lot #:	Grid #:	Latitude:	Longitude:
Land Size:	9940.000	Measured In: SQ FT	Interest Held: Fee
		Present Use: Land	Temporary Right Expiration Date:

Comments

[Previous Comments](#) [Edit Comment](#) [Show All Comments](#)

[Robin Cur] [03/06/2013 14:22:44] I have created this ICN to inventory parcel number 1-23283

Local intranet | Protected Mode: Off 100%

Inventorying a Parcel Number

The screenshot shows a web browser window displaying the IRIS application. The browser's address bar shows the URL: http://webprod4.wsdot.loc/RealEstate/Transaction/Management/property_management/PM_pdetail_pi.asp. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows various icons for navigation and actions. The application's breadcrumb trail is: Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > Property Management > Diary. The main content area is titled "Property Inventory" and has a sub-tab "Maintenance / Demolition". The form contains several sections: "Region:" (Northwest), "County:" (King), "IC #:" (01-17-09952), "Lease #:" (empty), "Contract #:" (empty), "Property Type:" (Unconstructed R/W), "Site Number:" (empty), "Inventory Date:" (03/06/2013), "IC Close Date:" (empty), "Nickname:" (empty), "FCR #:" (empty), "Process Location:" (empty), "Process Date:" (empty), "Improvements: *" (Yes selected, No unselected), "Donated:" (checkbox unselected), "Federal Participation:" (Yes selected), "Federal Aid%:" (empty), "Fund:" (09H), "Agency: *" (405). Below these fields are three expandable tabs: "Improvements/Fixtures/Land Inventory & Disposition", "Acquisition Data", and "Location Data". The "Acquisition Data" tab is currently collapsed. An arrow points to the downward arrow icon on the right side of the "Acquisition Data" tab. Below the "Acquisition Data" tab is a button labeled "Add Acquisition Data". Another arrow points to this button. Below the "Acquisition Data" tab is the "Location Data" section, which includes fields for "Property Address1:" (1107 1st Ave), "Property Address2:" (empty), "City:" (Seattle), "State:" (Washington), "Zip:" (98101-____), "Location:" (1107 1st Ave), "Abbreviated Legal:" (Ptn of Common Areas, Watermark Tower Condominium, Vol 65 of Condos, pg 44-50; pnt of Common Areas, Watermark Residential Condominium, Vol 65 of Condos, pg 51-57), "Legal:" (empty), "Gov't Lot #:" (empty), "Grid #:" (empty), "Latitude:" (empty), "Longitude:" (empty), "Land Size:" (9940.000), "Measured In:" (SQ FT), "Interest Held:" (Fee), "Temporary Right:" (empty), "Present Use:" (Land), "Expiration Date:" (empty). Below the "Location Data" section is a "Comments" section with a text area and links for "Previous Comments", "Edit Comment", and "Show All Comments". A comment is visible: "[Robin Cur][03/06/2013 14:22:44] I have created this ICN to inventory parcel number 1-23283". The browser's status bar at the bottom shows "Done", "Local intranet | Protected Mode: Off", and "100%".

- ❑ 1. Click on the arrow to expand the Acquisition Data Tab
- ❑ 2. Click on Add Acquisition Data

Inventorizing a Parcel Number

The screenshot shows the IRIS web application interface. The main form is titled 'Property Inventory' and is in the 'Maintenance / Demolition' tab. It contains various fields for property details, including Region (Northwest), County (King), IC # (01-17-09952), Property Type (Unstructured R/W), Inventory Date (03/06/2013), and Fund (094). An 'Acquisition Data' table is visible, showing a single entry for Parcel Number 1-23283 with an Acquisition Cost of \$420,000.00. An 'Acquisition' dialog box is open, allowing for the entry of specific acquisition details for the selected parcel. The dialog box includes fields for Parcel Number (1-23283), Acquisition Date, Total Acquisition Cost (\$420,000.00), Fund (094), Work Order (RW5043), Plan Title (SR 99, CENTRAL WATERFRONT), Sheet Number (9), Federal Aid Number, and Federal Aid %. The 'Update' button is highlighted in the dialog box.

- Choose the parcel number from the drop down list or type the parcel number into the Parcel Number field (depending on what is entered into IRIS on the Acquisition side will determine what is brought over). Either click off to the side or hit enter after choosing/entering the parcel number
- Enter Acquisition Date (if the field did not auto populate) or leave blank if the parcel has not been acquired yet.
- Enter the Fund
- Enter the Sheet Number
- Enter the Federal Aid Number (if applicable)
- Enter the Federal Aid% (if applicable)
- Click Update

Inventorying a Parcel Number

IRIS - Windows Internet Explorer provided by WSDOT

http://webprod4.wsdot.loc/RealEstate/Transaction/Management/property_management/PM_pdetail_pi.asp

File Edit View Favorites Tools Help

Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > **Property Management** > Diary

Property Inventory Maintenance / Demolition

Region: * Northwest County: * King

IC #: * 01-17-09952 Lease #: Contract #:

Property Type: * Unconstructed R/W Site Number: -- --

Inventory Date: * 03/06/2013 IC Close Date: -- --

Nickname: FCR #: -- --

Process Location: Process Date:

Improvements: * Yes No Donated:

Federal Participation: Yes Federal Aid%:

Fund: 09H Agency: * 405

Improvements/Fixtures/Land Inventory & Disposition [collapse arrow]

Acquisition Data [collapse arrow]

ParcelNumber	Date	Total AcquisitionCost	Fund	WorkOrder	PlanTitle	SheetNumber	FederalAidNumber	FederalAid %	
1-23283	03/06/2013	\$420,000.00	09H	RW5043	SR 99, CENTRAL WATERFRONT	9			Edit Delete

Add Acquisition Data

Location Data [collapse arrow]

Property Address: 1107 1st Ave Address2:

City: Seattle State: Washington Zip: 98101-____

Location: 1107 1st Ave

Abbreviated Legal: Ptn of Common Areas, Watermark Tower Condominium, Vol 65 of Condos, pg 44-50; pnt of Common Areas, Watermark Residential Condominium, Vol 65 of Condos, pg 51-57

QQ: QS: SS: TT: 25 RRR: 04E

Gov't Lot #: Grid #: Latitude: Longitude:

Land Size: 9940.000 Measured In: SQ FT Interest Held: Fee Temporary Right: Present Use: Land Expiration Date:

Comments

Previous Comments [Edit Comment](#) [Show All Comments](#)

Robin.Curl@wsdot.com/2013/14-22-44: I have created this ICN to inventory parcel number: 1-23283

Local intranet | Protected Mode: Off 100%

- Once the parcel has been entered, this is what the Property Inventory Screen will look.
- Now it is time to inventory the Improvements using the “Improvements/Fixtures/Land Inventory and Disposition” tab.
- Click on the arrow to expand the “Improvements/Fixtures/Land Inventory and Disposition” tab.
- Click on “Add Improvements/Fixtures Inventory & Disposition”.

Inventorying Improvements

- ▣ **Use the Real Property Voucher (RES 321) to accurately enter improvements. The following Improvement Types MUST be inventoried:**
- ▣ **Administrative Settlement**
- ▣ **Cost-to-Cure**
- ▣ **Damages**
- ▣ **Escrow Fees**
- ▣ **Excise Tax**
- ▣ **Judgment & Decree**
- ▣ **Land**
- ▣ **Negotiated P&U**
- ▣ **Protective Rents**
- ▣ **Release of Damages**
- ▣ **Septic Agreement**
- ▣ **Statutory Evaluation Allowance**
- ▣ **Well Agreement**

***This list is not all encompassing.**

Inventorying Improvements

Looking at the Real Property Voucher the following improvements are inventoried:

<u>Type</u>	<u>Description</u>	<u>Acquisition Value</u>
1. Land	land	\$16,400.00
2. Damages	damages to remainder	\$146,600.00
3. Administrative Settlement	Admin Settlement	\$257,000.00

****When inventorying improvements ensure that the total amount of the improvements inventoried equal the “Total Amount Paid” (shown at the bottom of the Real Property Voucher) and the “Total Acquisition Cost” located in the “Acquisition Data” field.****

Inventorying Improvements

IRIS - Windows Internet Explorer provided by WSDOT

http://webprod4.wsdot.loc/RealEstate/Transaction/Management/property_management/PM_pdetail_pi.asp

File Edit View Favorites Tools Help

IRIS

Project Management | Parcel Summary | Title | Appraisals/AOS | Acquisition | Condemnation | Relocation | **Property Management** | Diary

Property Inventory Maintenance / Demolition

Region: * Northwest County: * King

IC #: * 01-17-09952 Lease #: Contract #:

Property Type: * Unconstructed R/W Site Number: ---

Inventory Date: * 03/06/2013 IC Close Date:

Nickname: FCR #: ---

Process Location: Process Date:

Improvements: * Yes No Donated:

Federal Participation: Yes Federal Aid%:

Fund: 09H Agency: * 405

Improvements/Fixtures/Land Inventory & Disposition

Type	Description	Acquisition Value	Disposition	Salvage Value	Performance Bond Indication	Performance Bond	Purchaser	Sale Price	Date		
Land	land	\$16,400.00									Edit Delete
Damages	damages to remainder	\$146,600.00									Edit Delete
Administrative Settlement	Admin Settlement	\$257,000.00									Edit Delete

Add Improvements/Fixtures Inventory & Disposition

Acquisition Data

Location Data

Property Address1: 1107 1st Ave Property Address2:

City: Seattle State: Washington Zip: 98101-____

Location: 1107 1st Ave

Abbreviated Legal: Ptn of Common Areas, Watermark Tower Condominium, Vol 65 of Condos, pg 44-50; pnt of Common Areas, Watermark Residential Condominium, Vol 65 of Condos, pg 51-57

QQ: QS: SS: TT: 25 RRR: 04E

Gov't Lot #: Grid #: Latitude: Longitude:

Land Size: 9940.000 Measured In: SQ FT Interest Held: Fee Temporary Right Expiration Date:

Present Use: Land

Comments

Done

Local intranet | Protected Mode: Off 100%

Inventorying Improvements

Depending on when the parcel is inventoried, the Property Management Specialist (PMS) may need to revisit the ICN multiple times.

As you can see from the example I gave you, the “Date” field under the “Acquisition Data” tab is blank. The “Date” field is tied to the “Payment Available / Escrow Date” on the Acquisition side of IRIS.

The PMS can either edit the “Acquisition Data” information and manually enter the Date, or delete and re-add the “Parcel Number” to bring the “Date” over from the Acquisition side.

****Remember the Fund, Sheet Number, Federal Aid Number and Federal Aid % do not come over from the Acquisition side, the information will need to be captured before deleting the “Parcel Number”.****

Inventorying Improvements

IRIS - Windows Internet Explorer provided by WSDOT

http://webprod4.wsdot.loc/RealEstate/Transaction/Management/project_management/Parcel_ClearDates.a

File Edit View Favorites Tools Help

Convert Select

IRIS

ADMIN SEARCH REPORT HELP SIGN OUT

Project Management Parcel Summary Title Appraisals/AOS Acquisition Condemnation Relocation Property Management Diary

General Project Entry Parcel Entry Parcel Clear Dates Project Certification

Project Information

Project Title: SR 99, CENTRAL WATERFRONT

R/W Plan Title: SR 99, CENTRAL WATERFRONT R/W Plan Sheet Number(s):

Work Order Number: RW5043 Parcel Number: 1-23283

Region Certification Clear Dates

Headquarter Clear Dates

Title Approved: 

Payment Available / Escrow Disbursed: 

Comments

Previous Comments Edit Comment

Save

Copyright © 2007 IRIS

Local intranet | Protected Mode: Off 100%



Inventorying Different Property Types from one Parcel Number

In cases where one Parcel has several different "Property Types" each Property Type must be Inventoried separately and the "Total Acquisition Cost" adjusted.

For example: A portion of Parcel 1-22287 is inventoried four times as followed:

ICN 1-17-09902 - "Unconstructed Right of Way" ("Interest Held" is "Fee)

ICN 1-17-09903 - "Easement" ("Interest Held" is "Permanent Easement")

ICN 1-17-09904 - "Easement" ("Interest Held" is "Temporary Easement" with a date entered in the "Temporary Right Expiration Date" field)

1-17-09905 - "Surplus Lands"

With every portion of the parcel inventoried the land size is also reduced from the initial parcel size.

Comments must be entered into IRIS referring to each ICN created for the parcel.

Example of Unconstructed Right of Way inventory

IRIS - Windows Internet Explorer provided by WSDOT

http://webprod4.wsdot.loc/RealEstate/Transaction/Management/property_management/pm_pdetail_pi.asp

File Edit View Favorites Tools Help

IRIS

Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > **Property Management** > Diary

IC #:

Property Type: * Unconstructed R/W Site Number: _____

Inventory Date: * 01/23/2013 IC Close Date: _____

Nickname: _____ FCR #: _____

Process Location: _____ Process Date: _____

Improvements: * Yes No Donated:

Federal Participation: No Federal Aid%: _____

Fund: 09H Agency: * 405

Improvements/Fixtures/Land Inventory & Disposition

Type	Description	AcquisitionValue	Disposition	SalvageValue	Performance Bond Indication	Performance Bond	Purchaser	SalePrice	Date
Land	912 sf of UR	\$558,600.00							

Add Improvements/Fixtures Inventory & Disposition

Acquisition Data

ParcelNumber	Date	Total AcquisitionCost	Fund	WorkOrder	PlanTitle	SheetNumber	FederalAidNumber	FederalAid %
1-22287	08/13/2009	\$673,750.00	09H	RW5042	SR 99 S. Dearborn St. to Pine St.	3/5		

Add Acquisition Data

Location Data

Property Address1: 1201 1st Ave South Property Address2: _____

City: Seattle State: Washington Zip: 98134-____

Location: 1201 1st Ave S

Abbreviated Legal: Ptn of Lots 1-6, Blk 330, vac. Utah Ave S and ptn of Lots 1-5 & 17, Blk 331 Seattle Tidelands, filed in office of the Commissioner of Public Lands at Olympia

QQ: _____ QS: _____ SS: _____ TT: 24 RRR: 04E

Gov't Lot #: _____ Grid #: _____ Latitude: _____ Longitude: _____

Land Size: 107927.000 Measured In: SQ FT Interest Held: Fee Temporary Right _____

Present Use: Land Expiration Date: _____

Comments

Previous Comments: [Edit Comment](#) [Show All Comments](#)

[Robin Cur] [01/23/2013 14:41:26] I've set this ICN up for the Alaskan Way Viaduct project 912 sf of the property is for unconstructed right of way. See ICN 1-17-09903 for information on the Temporary Eastment & 1-17-09904 for Easement information.

Local intranet | Protected Mode: Off 100%

Example of Permanent Easement Inventory

IRIS - Windows Internet Explorer provided by WSDOT

http://webprod4.wsdot.loc/RealEstate/Transaction/Management/property_management/pm_detail_pl.asp

File Edit View Favorites Tools Help

IRIS

Project Management | Parcel Summary | Title | Appraisals/AOS | Acquisition | Condemnation | Relocation | **Property Management** | Diary

Property Types: Easement

Inventory Date: * 01/23/2013 IC Close Date: _____

Nickname: _____ FCR #: _____

Process Location: _____ Process Date: _____

Improvements: * Yes No Donated:

Federal Participation: No Federal Aid%: _____

Fund: 09H Agency: * 405

Improvements/Fixtures/Land Inventory & Disposition

Type	Description	AcquisitionValue	Disposition	SalvageValue	Performance Bond Indication	Performance Bond	Purchaser	SalePrice	Date	
Land	5,636 of Easement	\$48,950.00								Edit Delete
Other	Damages	\$3,000.00								Edit Delete

Add Improvements/Fixtures Inventory & Disposition

Acquisition Data

ParcelNumber	Date	Total AcquisitionCost	Fund	WorkOrder	PlanTitle	SheetNumber	FederalAidNumber	FederalAid %	
1-22287	08/13/2009	\$673,750.00	09H	RW5042	SR 99 S. Dearborn St. to Pine St.	3/5			Edit Delete

Add Acquisition Data

Location Data

Property Address: 1201 1st Ave South Property Address2: _____

City: Seattle State: Washington Zip: 98134-____

Location: 1201 1st Ave S

Abbreviated Legal: Ptn of Lots 1-6, Bk 330, vac. Utah Ave S and ptn of Lots 1-5 & 17, Bk 331 Seattle Tidelands, filed in office of the Commissioner of Public Lands at Olympia

QQ: _____ QK: _____ SS: _____ TT: 24 RRR: 04E

Gov't Lot #: _____ Grid #: _____ Latitude: _____ Longitude: _____

Land Size: 5636.000 Measured In: 5Q FT Interest Held: Permanent Easement Temporary Right: _____

Present User: Land Expiration Date: _____

Comments

Previous Comments [Edit Comment](#) [Show All Comments](#)

[Robin Cur] [01/23/2013 14:48:33] I've set this ICN up for a 5,636 sf Easement for the Alaskan Way Viaduct project. See ICN 1-17-09904 for information on the Temporary Easement & 1-17-09902 for Unconstructed Right of Way information.

Local intranet | Protected Mode: Off 100%

Example of Temporary Easement Inventory

IRIS - Windows Internet Explorer provided by WSDOT

http://webprod4.wsdot.loc/RealEstate/Transaction/Management/property_management/pm_pdetail_pl.asp

File Edit View Favorites Tools Help

IRIS

IC #: Project Management | Parcel Summary | Title | Appraisals/AOS | Acquisition | Condemnation | Relocation | **Property Management** | Diary

Property Type: * Easement Site Number: _____

Inventory Date: * 01/23/2009 IC Close Date: 01/23/2013

Nickname: _____ FCR #: _____

Process Location: _____ Process Date: _____

Improvements: * Yes No Donated:

Federal Participation: No Federal Aid%: _____

Fund: 09H Agency: * 405

Improvements/Fixtures/Land Inventory & Disposition

Type	Description	AcquisitionValue	Disposition	SalvageValue	Performance Bond Indication	Performance Bond	Purchaser	SalePrice	Date
Land	4,177 sf Temp Easement	\$48,950.00							

Add Improvements/Fixtures Inventory & Disposition

Acquisition Data

ParcelNumber	Date	Total AcquisitionCost	Fund	WorkOrder	PlanTitle	SheetNumber	FederalAidNumber	FederalAid %
1-22287	08/13/2009	\$673,750.00	09H	RW5042	SR 99 S. Dearborn St. to Pine St.	3/5		

Add Acquisition Data

Location Data

Property Address1: 1201 1st Ave South Property Address2: _____

City: Seattle State: Washington Zip: 98134-____

Location: 1201 1st Ave S

Abbreviated Legal: Pnt of Block 330-331 Seattle Tidelands Tax Parcel # 766620-6966

QQ: _____ QS: _____ SS: _____ TT: 24 RRR: 04E

Gov't Lot #: _____ Grid #: _____ Latitude: _____ Longitude: _____

Land Size: 4177.000 Measured In: SQ FT Interest Held: Temporary Easement Temporary Right 05/31/2009

Present Use: Land Expiration Date: _____

Comments

Previous Comments [Edit Comment](#) [Show All Comments](#)

[Robin Cur] [01/23/2013 14:54:13] I've set this ICN up for a 4,177 sf Temporary Easement for the Alaskan Way Viaduct project. See ICN 1-17-09903 for information on the Easement & 1-17-09902 for Unconstructed Right of Way information.

Done Local intranet | Protected Mode: Off 100%

Example of Surplus Land Inventory

IRIS - Windows Internet Explorer provided by WSDOT

http://webprod4.wsdot.loc/RealEstate/Transaction/Management/property_management/pm_pdetail_pl.asp

File Edit View Favorites Tools Help

IRIS

Project Management | Parcel Summary | Title | Appraisals/AQS | Acquisition | Condemnation | Belocation | **Property Management** | Diary

IC #: * 01-17-09905
01-17-09905

Lease #: Contract #:

Property Type: * Surplus Lands Site Number: _____

Inventory Date: * 01/23/2013 IC Close Date: _____

Nickname: FCR #: _____

Process Location: Process Date: _____

Improvements: * Yes No Donated:

Federal Participation: No Federal Aid%: _____

Fund: 09H Agency: * 405

Improvements/Fixtures/Land Inventory & Disposition

Add Improvements/Fixtures Inventory & Disposition

Acquisition Data

ParcelNumber	Date	Total AcquisitionCost	Fund	WorkOrder	PlanTitle	SheetNumber	FederalAidNumber	FederalAid %
1-22287	08/13/2009	\$673,750.00	09H	RW5042	SR 99 S. Dearborn St. to Pine St.	3/5		

Add Acquisition Data

Location Data

Property Address1: 1201 1st Ave South Property Address2: _____

City: Seattle State: Washington Zip: _____

Location: 1201 1st Ave S

Abbreviated Legal: _____

QQ: QSi: SSi: TT: 24 RRR: 0-E

Gov't Lot #: Grid #: Latitude: Longitude:

Land Size: Measured In: Interest Held: Fee Temporary Right Expiration Date: _____

Present Use: Land

Comments

Previous Comments [Edit Comment](#) [Show All Comments](#)

[Robin Curl][01/23/2013 15:11:53] I've set this 3DN up per Patrick Sullivan for a disposal on the Alaskan Way Viaduct Project.

Done Local intranet | Protected Mode: Off 100%

IRIS QA Testing

From time to time testing is required by the Regions for changes made to IRIS.

Logging in to the IRIS QA Site:

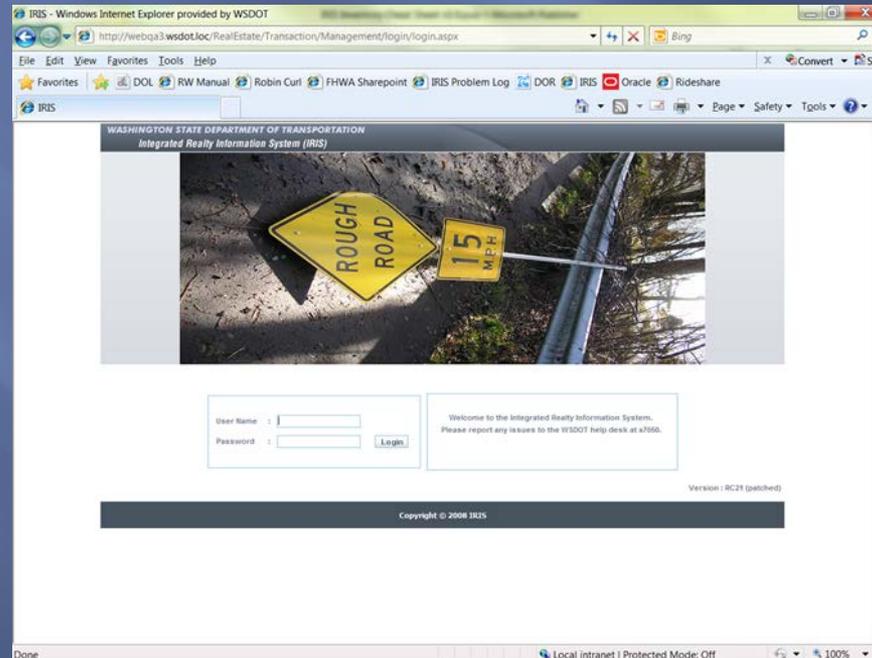
Open your Web Browser (Internet Explorer, etc.)

Go to the website: <http://webqa3.wsdot.loc/RealEstate/Transaction/Management/login/login.aspx>

Enter your User Name and Password (this is usually your user name twice)

Select “login”

****Note the difference in the pictures on the login screen to help determine which site you’re entering information into.*****





REAL PROPERTY VOUCHER

DEPARTMENT OF TRANSPORTATION Real Estate Services PO Box 47338 Olympia, WA 98504-7338		GRANTOR OR CLAIMANT (NAME & ADDRESS)				SWV NO.:		
PROJECT NO.								
RW PLAN TITLE								
FEDERAL AID NO.	PARCEL NO.	WORK ORDER:	GROUP:	WORK OP:	C.S.:	ORG NO.:		
VOUCHER NO.:		<p>I hereby certify under penalty of perjury that the items and amounts listed herein are proper charges against the State of Washington, that the same or any part thereof has not been paid, and that I am authorized to sign.</p>						
		AMOUNT:				SIGNATURE IN INK FOR EACH CLAIMANT:		DATED
LAND	\$0.00	SIGNATURE:						
IMPROVEMENTS	\$0.00							
DAMAGES:		PRINT NAME:						
COST TO CURE:	\$0.00	SIGNATURE:				DATED		
PROXIMITY:	\$0.00	PRINT NAME:						
OTHER:	\$0.00							
SPECIAL BENEFITS	\$0.00	SIGNATURE:						DATED
REMAINDER	\$0.00	PRINT NAME:						
DEDUCTIONS:		SIGNATURE:						DATED
AMOUNT PREVIOUSLY PAID	\$0.00	PRINT NAME:						
PERFORMANCE BOND	\$0.00	SIGNATURE:				DATED		
SALVAGE AMOUNT	\$0.00	PRINT NAME:						
PRE-PAID RENT	\$0.00	SIGNATURE:				DATED		
OTHER	\$0.00	PRINT NAME:						
ADMINISTRATIVE SETTLEMENT	\$0.00	ACQUISITION AGENT:				DATE		
STATUTORY EVALUATION ALLOWANCE	\$0.00	BY:						
ESCROW FEE	\$0.00	AUTHORIZED SIGNATORY FOR WSDOT:				DATE		
REAL ESTATE EXCISE TAX	\$0.00	BY:						
OTHER:	\$0.00	TOTAL AMOUNT DUE:					\$0.00	



W.I.N.	SR, Title	Federal Aid No.
C.S.	Grantors	
R/W	Contract Ad Date (If scheduled)	Map Sheet of

From:

Pre Acquisition

Negotiated Possession & Use

Final Transmittal

Post Acquisition

SUBJECT: **R/W Parcel Transmittal**

Date:

(For HQ Real Estate Services Use Only)						
	Routing	Initial	Date	Routing	Initial	Date
	Pre-Audit			To Accounting		
	Project Review Section			Payment Date		
	Final Review			Policy Received		
	RESM or Designee			Policy Reviewed		
	Instrument to:			Instrument Returned		

This transaction involves:

REAL PROPERTY VOUCHER(s): Original executed and 1 copy of each in the amount(s) of:

₪

₪

₪

TYPE(s) OF INSTRUMENT(s):

ENCUMBRANCE REPORT: All encumbrances on PC and SPC(s) have been cleared as follows: **PC**, dated , **SPC(s)** dated ;

Mailing Addresses of all parties in interest:

EXHIBIT D

ACQUISITION AGENT'S SUMMARY

A. Settlement:

	1st	2nd	3rd	4th	5th
Offered Amounts	\$	\$	\$	\$	\$
Dates of Offers					

If offers differ from D/V's or if same offer not made both orally and in writing, explain in the **Remarks** Section.

B. Occupancy:

On date of initial firm offer letter, the portion of the subject parcel being acquired by WSDOT was:

- Unoccupied
 Occupied (See Relocation Eligibility Report Form RES-524)

C. Property Management:

Property or Property Rights Acquired

- Fee Yes No If yes, Inventory Control No.=
- Easement Yes No If yes, Inventory Control No.=
- Temporary Rights Yes No If yes Inventory Control No.=

Uneconomic Remanant or Excess Land Acquired: Yes No If yes, Inventory Control No.=

Displacee Lease: Yes No

D. Agent's Signature

Specialist's Name

Signature

Date

Remarks:

EXHIBIT D

INTERNAL CODING SHEET FOR REAL PROPERTY VOUCHER

FEDERAL AID NO: 0		PARCEL NO.: 0	WORK ORDER: 0	GROUP: 0	WORK OP: 0	C S: 0	ORG NO: 0
OBJECT CODES	VOUCHER NO: 0	PROJECT NO. 0			RW PLAN TITLE 0		
	LAND:		SQ FT/AC	DATE EXPIRES:	FED PART. Y/N	AMOUNT:	LEGAL QQSTR
	FEE						
	EASEMENT						
	TEMPORARY RIGHT						
	IMPROVEMENTS:						\$0.00
	BUILDING						
	FENCE						
	OTHER						
	DAMAGES:						\$0.00
	COST TO CURE						
	PROXIMITY						
	OTHER						
	SPECIAL BENEFITS						
	REMAINDER:						\$0.00
	UNECONOMIC REMNANT						
	EXCESS ACQUISITION						
	DEDUCTIONS:						\$0.00
	AMOUNT PREVIOUSLY PAID						
	PERFORMANCE BOND						
	SALVAGE AMOUNT						
	PRE PAID RENT						
	OTHER						
	ADMINISTRATIVE SETTLEMENT						\$0.00
	FEE						
	EASEMENT						
	TEMPORARY RIGHT						
	BUILDING						
	FENCE						
	OTHER IMPROVEMENTS						
	COST TO CURE DAMAGES						
	PROXIMITY DAMAGES						
	OTHER DAMAGES						
	SEA						
	ESCROW FEE						
	REAL ESTATE EXCISE TAX						\$0.00
	ACQUISITION						
	REMAINDER						
	OTHER						
TOTAL AMOUNT DUE:						\$0.00	