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| RE 74-12Rev. 10-2006 |
| **STATE OF OHIO****DEPARTMENT OF TRANSPORTATION****PROJECT FILE MAINTENANCE FORM****FOR PROPERTY MANAGEMENT DISPOSALS**(EXCESS LANDS DISPOSALS - EASEMENT VACATIONS - ACCESS MODIFICATIONS -REAL ESTATE TRANSFERS) |
|   |
| **DESCRIPTION:** |  | **TYPE OF DISPOSAL**: |       |
|  |  |  |  |
|  | CTY/RTE/SEC: |       | PARCEL(S) |       |
|  |  |  |  |  |
|  | AREA: |       | AS ACQUIRED: |       |
|  |  |  |  |  |
|  | INQUIRY FROM: |       | DATE |       |
|  |  |  |  |  |
|  | LETTER OF FORMAL REQUEST RECEIVED: |       |
|  |  |  |
|  | RESPONSE SENT: |       |
|  |  |  |
| **DISTRICT REVIEW:** |  |  | **SENT** |  | **RECEIVED** |
|  | Package for Dist. Team |       |  |       |  |       |
|  |  |  |  |  |  |  |
|  | Comments: |  |
|  |       |
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|  |  |
|  |  |
| **PLAT & DESCRIPTION**  |       |  |       |  |       |
|  |  |  |  |  |  |
| **COUNTY APPROVAL** |       |  |       |  |       |
|  |  |  |  |  |  |
| **ENVIRONMENTAL** |       |  |       |  |       |
|  |  |  |  |  |  |
| **ODNR** |       |  |       |  |       |
|  |  |  |  |  |  |
| **FHWA** |       |  |       |  |       |
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|  |  |  |  |  |  |
| **CO RE FISCAL ACTG** |       |  |       |  |       |
|  |  |  |  |  |  |
|  | FED PROJECT NO. |       | STATE JOB NO. |       |
|  |  |  |  |  |
|  | ELIGIBILITY |       | PROGRAM/ACTIVITY |       |
|  |  |  |  **SENT** | **RECEIVED** |
| **APPRAISAL** |       |  |       |  |       |
|  |  |  |  |  |  |
|  | APPRAISAL REVIEW |       |  |       |  |       |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | FMVE |       | (2/3= |       | ) | DATE OF VALUE |       |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **AUCTION:** |
|  |
|  | AUCTIONEER |       | PHONE |       |
|  |  |  |  |  |
|  | CONTACTED |       | CONFIRMED |       |
|  |  |  |  |  |
|  | SUCCESSFUL BIDDER |       |
|  |  |  |
|  | CONTRACT TO PURCHASE SIGNED |       | CLOSING DATE |       |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SEALED BID:** |       |
|  |  |
|  | BID OPENING |       | NOTIFICATION |       |
|  |  |  |  |  |
|  | CONTRACT TO PURCHASE SIGNED |       | CLOSING DATE |       |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **DIRECT SALE:** |       |
|  |  |
|  | CONTRACT TO PURCHASE SIGNED |       | CLOSING DATE |       |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **FUNDS RECEIVED:** *(cash, certified check, money order to “Treasurer, State of Ohio”)* |
|  |
| DEPOSIT |       |  | BALANCE |       |
|  |  |  |  |  |
| RE24-1 COMPLETED: |       |  | RE24-1 COMPLETED: |       |
|  |  |  |  |  |
| RW BILL NUMBER |       |  | RW BILL NUMBER |       |
|  |  |  |  |  |
|  |  |  |  |  |
| **ADVERTISING** *(21 days prior to Auction – attach proof of publication)* |
|  |
| NEWSPAPER |       | DATES |       |  |       |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ERECT SIGN *(2 wks prior)* |       |  |       |  |       |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **SENT** |  | **RECEIVED** |
| **CHRONOLOGY** |  |       |  |       |
| **DIRECTORS DEED** |  |       |  |       |
| **GOVERNORS DEED** |  |       |  |       |
| **CLOSING SCHEDULED** |       | **DATE** |       |
|  |  |  |  |
|  | RECORDED:  |  | VOL |       | PAGE |       |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **EXPENSES**: |
|  |  |  |  |  |
| APPRAISAL | TO |       | AMOUNT |       |
|  |  |  |  |  |
| PAID |       |  |  |  |  |
|  |  |  |  |  |  |
| ADVERTISING | TO |       | AMOUNT |       |
| PAID |       |  |  |  |  |
|  |  |  |  |  |  |
| MISCELLANEOUS | TO |       | AMOUNT |       |
| PAID |       |  |  |  |  |
|  |  |  |  |  |  |
| **JOURNAL ENTRY:** |
|  |  OF INTENT DRAFTED |       | SENT TO CO |       |
|  |  |  |  |  |
|  | RECORDED:  |  | VOL |       | PAGE |       |  |
|  |  |  |  |  |  |  |  |
|  |  FINAL |       | SENT TO CO |       |
|  |  |  |  |  |
|  | RECORDED:  |  | VOL |       | PAGE |       |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **ADDITIONAL COMMENTS**: |