

Exhibit 13-F: Local Public Agency Real Property Services Checklist

To: _____	From: _____
District Local Assistance Engineer: _____	LPA: _____
Caltrans District: _____	Contact & Phone No. _____
Address: _____	Address: _____
Email: _____	Email: _____

Project Name: _____

Project No.: _____ Federal ID No.: _____

Parcel No.: _____ Inventory No.: _____

Federal funds used to purchase? YES NO

Property Interest: Access Rights Temporary Easement Permanent Easement
 Partial Fee Full Fee

Project Date to Construction.: _____ Size: _____

Local Public Agency (LPA) must retain a file with pertinent documents that includes Title Documents, Acquisition Contract, Conveyance Documents, Relocation Documentation, and Diary.

Excess Land

- Portion of property is excess to the project
- Excess was not purchased with federal funds
- Excess was purchased with federal funds (disposal must be at fair market value)

Disposal Projection Date: _____

Size of Excess: _____

Type of Excess Land: Uneconomic Remnant Voluntary Request Design Change

Property Attributes

Vacant (no improvements): <input type="checkbox"/> YES <input type="checkbox"/> NO	If improvements, details:
Improvements: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> SFR <input type="checkbox"/> Industrial
Fixtures / Equipment: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Multi-Residential <input type="checkbox"/> Farm / Barn
Demolition Date: _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Outdoor Advertising
	<input type="checkbox"/> Other: _____

Rent

Rentable: YES NO

Tenants: _____

Insurance Required: YES NO
Reference 11.11.00.00 of Chapter 11 in the Caltrans Right of Way Manual

Inherited Tenants: YES NO

Rent Determination: YES NO

Date: _____

Relocation Date: _____

Rental Agreement: YES NO

(Lease clauses 23 CFR 710.405)

Non-Inherited Tenants: YES NO

Rent Determination: YES NO

Date: _____

Rental Application: YES NO

Credit Check: YES NO

Rental Agreement: YES NO

(Lease clauses 23 CFR 710.405)

Rent amount: \$ _____ per _____ (Rent must be at fair market [and attach support documentation.](#))

Rent deposited to an account that will only be used for Title 23 eligible purposes: YES NO Account No.: _____

Inspection Requirements

Inspection Schedule:

- Vacant Properties: 1x per year
- Improved Properties – Occupied: 1x per year
- Improved Properties – Vacant: 1x per month

Certified by LPA:

Print Name

Signature

Date

Submit completed form to District Local Assistance (DLA)

Received by Caltrans DLA:

[Received by Caltrans District R/W Local Programs from DLA](#)

Print Name and Title

Date