

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

Project Name:

Project Number:

Federal ID Number:

Parcel Number:

Inventory Number:

Federal Funds used to Purchase: Yes No

Property Interest:

Projected date to Construction:

Size:

Local Agency should retain a File with pertinent documents that include:
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: _____

Property Attributes

If improvements, details:

Vacant (no improvements) Yes No

Improvements Yes No

Fixtures / Equipment Yes No

Demolition Date: _____

SFR Industrial

Multi-Residential Farm/Barn

Commercial Outdoor Advertising

Other: _____

Rent Rentable: Yes No

Tenants: _____

Inherited Tenants Yes No

Rent Determination Yes No Date: _____

Relocation Date: _____

Rental Agreement (Lease clauses 23 CFR 710.405) Yes No

Insurance Required: Yes No

Reference 11.11.00.00 of Ch.11 in the Caltrans Right of Way Manual

Rent (continued)

Non-Inherited Tenants Yes No

Rent Determination Yes No Date: _____

Rental Application Yes No

Credit Check Yes No

Rental Agreement (Lease clauses 23 CFR 710.405) Yes No

Rent amount: \$ _____ per _____ (rent must be at fair market)

Rent deposited to an account that will only be used for Title 23 eligible purposes:

Yes No Account Number: _____

Inspection Requirements

Inspection Schedule:

Vacant Properties: 1 x per year

Improved Properties – Occupied: 1 x per year

Improved Properties – Vacant: 1 x per month

Certified by Local Agency: _____
(Signature)

(Date)

Print Name

Concurred by
Caltrans-District Local Assistance:

(Signature)

(Date)

Print Name

[Submit completed form to the District Local Assistance](#)