

SNPLMA ACQUISITIONS TASK CHECKLIST
 (Steps listed below are not necessarily in chronological order.)

ACQUISITION TASKS, ACTIVITIES, & DOCUMENTATION	COMMENTS/NOTES	Acquisition Handbook Chapter or Other Reference
Secretary Approval and Notification of Availability of Funds		
Establish LR2000 Case File & data entry		Chapter I Appendix I
Obtain Owner Permission to Enter		Chapter VI
Initial Certificate of Inspection & Possession (CIP) -- Form 2060-3		Chapter VII
Determine if Relocation is Required		Chapter IX
Prepare 3rd Party Letter of Intent, if applicable (review by LSA Division)		Chapter IV
Request Task Order Be Initiated		SNPLMA Implementation Agreement
Prepare and Process Task Order		SNPLMA Implementation Agreement
Obtain Title Evidence (title report with copies of all exception documents, maps, surveys, water rights documents, etc.)		Chapter VII
Initial Evaluation of Title Encumbrances-- Provide Written Comments on each Title Exception to LSA Division for use in Request for Preliminary Title Opinion		Chapter VII
Conduct Pre-Acq Environmental Site Assessment (Generally a Phase I ESA)		Chapter IV
Prepare NEPA Document (may refer to EA performed in conjunction with applicable land use plan)		ESA Handbook (H-2101-4)
Finalize Evaluation of Title Documents		Chapter IV
Obtain Survey (if required)		Chapter VII
Examine Adequacy of Legal Description --Submit Request for Review & Approval to Cadastral Surveyor at NSO using illustrations 1 & 2 in Chapter V		Chapter V
Request Appraisal through ARRTS (in cooperation with LSA Division to assure accurate description of rights and property)		9310 Manual, Chapter II
Obtain Appraisal & Appraisal Review		ARRTS, Appraisal Standards
Approve Value -- ARRTS Approver Signs Value Approval Memo		Chapter II, WO-IM-2004-190
Open Escrow Account (Owner or Field Office through Contracting Procedures)		Chapter VII
Prepare Acquisition Deed		Chapter V
Prepare Conservation Easement Baseline Document Report (if applicable) -- Requires Solicitor Approval		Chapter XIII
Prepare Request for Preliminary Title Opinion and Submit to NSO		Chapter VII
Obtain Preliminary Title Opinion Through NSO		Chapter VII, NV-IM-2004-267
Obtain Authorization to Acquire from State Director		Manual 1203 Delegation of Authority
Prepare Offer Letter		Chapter VI
Negotiations		Chapter VI
Prepare Purchase Agreement		Chapter VI
Purchase Agreement Executed		Chapter VI
Final Certificate of Inspection & Possession		Chapter VII
Final ESA (if necessary due to time elapsed since ESA was completed or changed conditions discovered during final CIP)		Chapter VII
Obtain Title Insurance Commitment (proforma policy prior to closing)		Chapter VII
Prepare Final Escrow Closing Instructions		Chapter VIII
Deposit Documents in Escrow		Chapter VIII
Request Payment of Consideration		Chapter VIII
Closing (General Warranty Deed or other conveyance document signed, purchase funds paid, etc.)		Chapter VIII
POST CLOSING ACTIVITIES		
Record Deed (through escrow or by BLM)		Chapter VIII
Obtain Title Evidence on U.S. Policy Form: ALTA US Policy (9/28/91)		Chapter VII
Prepare Final Title Opinion Request & Submit to NSO (with assistance of Field Office as necessary)		Chapter VII
Obtain Final Title Opinion through NSO		Chapter VII, NV IM-2004-267
Prepare and Submit Reimbursement Request (in cooperation with LSA Division)		SNPLMA Implementation Agreement
Complete entry of required data standards in LR2000		Chapter I and Appendix I
Request Notation of Action to the Official Land Status Records (Also Request Update to GIS Data)		Chapter XIII
Record Capital Assets If Applicable (Form 1530-1, Real Property Record)		Chapter XIII
Establish Casefile for 3rd Party Encumbrances		Chapter XIII
Develop Conservation Easement Monitor Schedule (if applicable)		Chapter XIII
Send Appreciation Letter to Grantor		Chapter V
Update Real Property Records (as required)		Chapter XIII
Prepare News Release (as appropriate)		Chapter V

SNPLMA Project Office
 Field Office
 State Office
 Appraisal Services Directorate