

RAI Data Entry and Media Upload Requirements

Data Requirements	Media	EPG Reference associated to Media Column
Parcel ____ Excess Number* ____ Project Number – If not available, enter NA ____ Parcel Number – If not available, enter NA ____ SIMS Route ____ Realty Asset Class* ____ Realty Asset Status* ____ Site Use Category* ____ Pseudo Parcel* ____ Sq. Ft.*		236.5 Property Management - Engineering Policy Guide (modot.org)
Transaction ____ Amount* ____ Status* ____ Commission Approved - completed by CO ROW ____ Appraised Value* ____ Recording Method ____ Bk/Pg/Num ____ Deed Recorded* ____ Appraisal Date* (if N/A enter today's date)	Transaction Memo Copy of Executed Agreement (Sales Agreement, Cost Participation, etc.) Quitclaim Deed or other deed of conveyance Categorical Exclusion Review Appraisal Title Opinion or Commitment, including acquisition documents Legal Opinion Highway Plans as acquired with depiction of the excess Current Highway Plans with the depiction of the excess Survey and legal description Asset Management Committee Minutes Utility determinations and correspondence Maps or aerials showing the property Administrative Settlement on property exchanged, if applicable Copy of advertisement, if sold by a competitive bidding process Copy of approved Change in Route Status Report, if applicable Documentation if a Change in Route is needed, if applicable Copy of Fully executed Road Relinquishment, if applicable Highway Structure Security Assessment Form (if applicable)	236.5 Property Management - Engineering Policy Guide (modot.org)
Location ____ City ____ Section ____ Township ____ Range		
Acquisition ____ FMS Project Number (enter N/A if not applicable) ____ Acquisition Date* ____ Project Clearance Date* ____ Free Deed ____ Federal Project Number (if applicable)		236.5 Property Management - Engineering Policy Guide (modot.org)
Transaction Fee ____ Type* ____ District* ____ Status* ____ Transmittal Date* ____ Status Date* ____ Check Number* ____ Amount*		236.5 Property Management - Engineering Policy Guide (modot.org)
Leases/Licenses ____ Type* ____ Status* ____ Rental Study Method ____ Payment Freq.* ____ Rent Amt.* ____ Rental Study Amount ____ Begin Date* ____ End Date* ____ Insurance Expiration Date* ____ Inspection Date* ____ Passed/Failed* ____ Beneath Structure*	Transaction Memo Executed Lease/License Agreement Categorical Exclusion Review Appraisal/Rental Study Insurance Certification Highway Plans as acquired with depiction of the leased/licensed area Current Highway Plans with the depiction of the lease/licensed area Survey and legal description Asset Management Committee Minutes Highway Structure Security Assessment Form (if applicable) Risk Assessment Form (if applicable)	236.5 Property Management - Engineering Policy Guide (modot.org)