

Bureau of Indian Affairs – Palm Springs Agency Checklist for Sale of Indian Land

REVIEW	ITEMS TO CONSIDER	CROSS REFERENCE	STAFF COMMENTS / NOTES
Yes/No/NA	Allotment number subject to sale	Tab 1	Comments / Notes 
Yes/No/NA	Land Area Code / Agency	Tab 1	584 - Palm Springs Agency 
Yes/No/NA	Buyer	Tab 1	Comments / Notes 
Yes/No/NA	Seller / Beneficiary	Tab 1	Comments / Notes 
Yes/No/NA	Purchase Price	Tab 1	Comments / Notes 
Yes/No/NA	Case Initiation Letter	Tab 1	Comments / Notes 
Yes/No/NA	Project entered into TAAMS as a proposal	Tab 1	Comments / Notes 
Yes/No/NA	Provide the Land Sale Checklist to interested parties	Tab 1	Comments / Notes 
Yes/No/NA	Application for sale completed by landowner Form 5-105	Tab 1	Comments / Notes 
Yes/No/NA	Landowner consent obtained	Tab 1	Comments / Notes 
Yes/No/NA	Landowner Appraisal •Appraisal Request from landowner •Ordered by BIA •Contracted by ACBCI •Approved by OST's OAS	Tab 1	Comments / Notes 
Yes/No/NA	Run Federal Title Status Report	Tab 1	Comments / Notes 
Yes/No/NA	Irrigation statement, if applicable	Tab 1	Comments / Notes 
Yes/No/NA	Purchaser's agreement to pay irrigation fees, if applicable	Tab 1	Comments / Notes 
Yes/No/NA	Request reconciliation from BIA Accounting Department.	Tab 1	Comments / Notes 
Yes/No/NA	All applicable fees to landowner paid • sales fees • signing bonus	Tab 1	Comments / Notes 
Yes/No/NA	Administrative Fee paid to Agency	Tab 1	Comments / Notes 
Yes/No/NA	Notification of sale to Tribe, 25 CFR 162.2	Tab 1	Comments / Notes 
Yes/No/NA	Tribal resolution to purchase or decline purchase	Tab 1	Comments / Notes 
Yes/No/NA	Legal Description correct in all documents – as verified by BLM's Indian land surveyor	Tab 1	Comments / Notes 
Yes/No/NA	Escrow Instructions, if applicable, signed and certified by parties.	Tab 1	Comments / Notes 
Yes/No/NA	Evidence of deposit/payment of sale consideration	Tab 1	Comments / Notes 

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Yes/No/NA	Certificate of Indebtedness for seller(s)	Tab 1	Comments / Notes 
Yes/No/NA	Intent of seller(s) as to reservation of minerals	Tab 1	Comments / Notes 
Yes/No/NA	NEPA Compliance	Tab 1	Comments / Notes 
Yes/No/NA	Request for Fee Patent, if applicable	Tab 1	Comments / Notes 
Yes/No/NA	If negotiated sale at less than FMV, written justification is included, 25CFR 152.25	Tab 1	Comments / Notes 
Yes/No/NA	Sales price exceeds FMV of the estate being sold	Tab 1	Comments / Notes 
Yes/No/NA	If sale to Indian, verification of Indian status or enrollment is provided and identification number is assigned	Tab 1	Comments / Notes 
Yes/No/NA	If deferred payment sale, memorandum of sale and promissory note are included	Tab 1	Comments / Notes 
Yes/No/NA	If deferred payment sale, payer on promissory note and memorandum of sale must match	Tab 1	Comments / Notes 
Yes/No/NA	If land is in restricted status, order prepared for transferring interest	Tab 1	Comments / Notes 
Yes/No/NA	If advertised sale, notice of bid advertisement, Report of Sale of Indian Land, Tribe allowed to meet high bid – Tribal Resolution to buy or decline purchase	Tab 1	Comments / Notes 
Yes/No/NA	Cobell Confirmation of Consultation and Notice of Waiver provided to all Indian landowners	Tab 1	Comments / Notes 
Yes/No/NA	Tribal Member provides either Cobell Document: 1. Executed Confirmation of Consultation; or 2. Executed Notice of Waiver	Tab 1	Comments / Notes 
Yes/No/NA	Buyer's authority to sign Corporation ___ Articles of Incorporation ___ Corporate Resolution/Authority to Sign ___ Statement/List of Officers Limited Liability Corporations ___ Articles of Organization or Cert. of Formation ___ Operating Agreement ___ Evidence of Authority to Sign Partnership ___ Partnership Agreement ___ Certificate of Limited Partnership ___ Authority to Sign Homeowners Association ___ Articles of Incorporation / Powers of Board Members ___ Statement of Officers ___ Resolution – Authority to Sign	Tab 1	Comments / Notes 

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Yes/No/NA	If encumbered by a Lease, parties to the contract have agreed to the land sale	Tab 1	Comments / Notes 
Yes/No/NA	If encumbered by a DOT, the parties to the DOT have consented to the Land Sale.	Tab 1	Comments / Notes 
Yes/No/NA	No unauthorized/unapproved DOT on file - review <ul style="list-style-type: none"> • TSR • Preliminary Title Report from Escrow • Realquest • Riverside County Recorder's Office 	Tab 1	Comments / Notes 
Yes/No/NA	All outstanding DOT's have been reconveyed	Tab 1	Comments / Notes 
Yes/No/NA	Properly executed deed: e.g. names, notary, legal description, marital status.	Tab 1	Comments / Notes 
Yes/No/NA	Proposal in TAAMS elevated to land sale (pending)	Tab 1	Comments / Notes 
Yes/No/NA	Realty Officer's Review and concurrence for approval	Tab 1	Comments / Notes 
Yes/No/NA	Deputy Superintendent's Review and concurrence for approval	Tab 1	Comments / Notes 
Yes/No/NA	Superintendent's Review and concurrence for approval	Tab 1	Comments / Notes 
Yes/No/NA	Land Sale sent to Region for approval	Tab 1	Comments / Notes 
Yes/No/NA	Land Sale approved at Region	Tab 1	Comments / Notes 
Yes/No/NA	Land Sale approved in TAAMS	Tab 1	Comments / Notes 
Yes/No/NA	Existing lease cancelled in TAAMS	Tab 1	Comments / Notes 
Yes/No/NA	Land Sale recorded in LTRO	Tab 1	Comments / Notes 
Yes/No/NA	Original Deed distributed to buyer	Tab 1	Comments / Notes 
Yes/No/NA	New Field	Tab 1	Comments / Notes 
Yes/No/NA	New Field	Tab 1	Comments / Notes
Yes/No/NA	New Field	Tab 1	Comments / Notes
Yes/No/NA	New Field	Tab 1	Comments / Notes