|  |  |  |  |
| --- | --- | --- | --- |
|  | Realty Specialist Assigned Project |  |  |
|  | Allotment number(s), Landowner(s) name(s)  |  |  |
|  | Section, Township, Range, Acres |  |  |
|  | Is the Land vacant or Leased? |  |  |
|  | Is Land to remain in Trust or Fee Status |  |  |
|  | Is Landowner represented by Attorney |  |  |
|  | **DOCUMENTS TO BE SUBMITTED FOR APPROVAL***(An incomplete package will be returned)* |  | **BUYER TO PROVIDE INFORMATION BELOW** |
|  | §152.23 **Application for sale** (completed by all landowner(s) Form 5-105,) 🞎 *Is landowner to retain Mineral rights* | Tab 1 |  |
|  | **Case Initiation Let**ter*(Letter of intent - explaining proposal.)* | Tab 2 |  |
|  | **Administrative Fee paid to Agency**Payable to the “Bureau of Indian Affairs” Palm Springs Agency PO Box 2245, Palm Springs CA 92263 | Tab 3 |  |
|  | If applicable, **Memorandum of Sale (MOS):***A signed memorandum of sale from the buyer and seller, includes the allotment numbers, full sales price, and is signed by both buyer and seller.*(If, *CASH SALE- No BIA approval required on MOS*) |  |  |
|  | **Buyer Name (entity) contact information**: |  |  |
|  | **Purchase Price** |  |  |
|  | **Escrow Instructions**: *if applicable, signed and certified by parties and evidence of deposit/payment of sale consideration* | Tab 4 |  |
|  | **Evidence of deposit/payment of sale consideration** 🞎 Cash Sale- *funds will need to be wired to the lock-box for confirmation before the deed can be transferred.* 🞎 §152.35 Deferred Payment- *(Buyer to provide* *terms of sale via memorandum of sale)* *\_\_\_ If deferred sale, memorandum of sale and* *promissory note to be included* *\_\_\_ Signatures must match* | Tab 5 |  |
|  | §152.24 **Appraisal** 🞎 Appraisal Request from landowner 🞎 Contracted by ACBCI 🞎 Ordered by BIA 🞎 Approved by OST’s OAS\*note: *(4 to 5 months for Appraisal process*) | Tab 6 | Market Value:PSO-15-\_\_\_Effective date:Appraisal approved: |
|  | §152.25 (a) **Consideration** not less than the appraised fair market value. *If negotiated sale at less than FMV, written justification to be included* | Tab 7 | Amount appraised:Consideration: |
|  | **Notification of sale to Tribe** – 25 CFR §152.2* Tribal Resolution to purchase or decline

purchase (Tribe has 30 days to respond)  | Tab 8 |  |
|  | **Buyer’s Corporate documents**:\_\_\_\_ Evidence of signing authority – *must match* *the signatures on land sale*\_\_\_\_ Articles of Incorporation / Corp./ HOA\_\_\_\_ Partnership Agreement / LP\_\_\_\_ Articles of Organization or Cert. of formation/ LLC\_\_\_\_ Financial Statement and income verification \_\_\_\_ Certificate of Good Standing/ or Credit report \_\_\_\_ Fictitious Name Filing\_\_\_\_ Homeowner’s Association (List of Officers) | Tab 9 |  |
|  | **Legal Description** (*BIA will submit to BLM to be verified by BLM’s Indian land surveyor*) | Tab 10 |  |
| (BIA) | **NEPA Compliance** 🞎 Environmental Site Assessment 🞎 Categorical Exclusion 🞎 Phase 1 Survey |  |  |
| (BIA) | **BIA to request certified Title Status Report** 🞎 *Check for Encumbrances, mortgages, leases,*  *life estates, etc.* 🞎 *Check for rights of ways* |  |  |
| (BIA) | **Certificate of Indebtedness** of seller(s) |  |  |
| (BIA) | **(If Leased) Request reconciliation** from accounting on the Master Lease, if applicable, to ensure the lease and sublease are not in default. Request if Certified Statements of Gross Receipts have been received |  | Date requested:Date received:Any amounts Due:Statements of Gross Receipts: |