

# Chapter 13      *Forms*

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## 13-1      **Access for WSDOT Employees**

The WSDOT Agency Forms are located at: [wwwi.wsdot.wa.gov/fasc/adminservicesforms](http://wwwi.wsdot.wa.gov/fasc/adminservicesforms)

The RES Forms for Property Management and Acquisition are located at:  
[wwwi.wsdot.wa.gov/design/realestateservices](http://wwwi.wsdot.wa.gov/design/realestateservices)

The RES Forms for Appraisal, Relocation, and the Local Agency Program are located at:  
[www.wsdot.wa.gov/realestate](http://www.wsdot.wa.gov/realestate) or [wwwi.wsdot.wa.gov/design/realestateservices](http://wwwi.wsdot.wa.gov/design/realestateservices)

## 13-2      **Access From Outside of WSDOT**

The WSDOT Agency FileMaker Forms are located at: [www.wsdot.wa.gov/forms](http://www.wsdot.wa.gov/forms)

This site provides downloads of WSDOT FileMaker Forms and software if needed. If you do not have FileMaker Pro software, you will need to make sure you download the runtime engine from the Forms Management website prior to downloading the actual form. If you are experiencing problems downloading a FileMaker Form, you may want to contact Forms Management at 360-705-7424. This website also provides links to the Real Estate Services web page for RES Word Forms.

The RES Word Forms for Appraisal, Relocation, and the Local Agency Program are located at: [www.wsdot.wa.gov/realestate](http://www.wsdot.wa.gov/realestate)

To receive copies of forms by mail or fax, call Real Estate Services in Olympia at 360-705-7317.

## 13-3      **Appraisal Forms (Chapters 4 and 5)**

### *WSDOT Agency Forms*

220-015      Environmental Checklist for Surplus Property Disposal

### *WSDOT Real Estate Services Forms*

[RES-203](#)      Staff Appraiser Assignment Form  
[RES-204](#)      Report of Contact With Owner  
[RES-205](#)      Certificate of Appraiser  
[RES-206](#)      Summary of Conclusions  
[RES-207](#)      Subject Sketch and Photographs  
[RES-208](#)      Narrative Report Template  
[RES-210](#)      Market Data  
[RES-210B](#)      Sale Sketch and Photographs  
[RES-211](#)      Appraisal Assumptions and Limiting Conditions  
[RES-212](#)      Salient Information  
[RES-213](#)      Abbreviated Appraisal Report Format  
[RES-214](#)      WSDOT Review DV Document

RES-214A	Fee Review DV Document for WSDOT
RES-214B	Local Agency Certification of Value
RES-215	PFE Parcel Work Sheet
RES-216	Administrative Offer Summary
RES-217	Residential Realty/Personalty Report
RES-218	Commercial or Industrial Realty/Personalty Report
RES-219	WSDOT Surplus Appraisal
RES-220	Mobile Home Work Sheet – Personal Property

## 13-4 Acquisition Forms (Chapters 6, 8, and 9)

### *WSDOT Agency Forms*

120-020	Work Order Authorization
130-005	Agreement Edit Information
134-139	Invoice Voucher
220-025	Damage Claim Evaluation

### *WSDOT Real Estate Services Forms*

RES-300	Cover Sheet
RES-301	Diary
RES-302	Warranty Deed
RES-303	Special Warranty Deed
RES-305	Warranty Deed (Access Rights Only)
RES-306	Quitclaim Deed
RES-307	Quitclaim Deed (Access Rights Only)
RES-308	Partial Release of Mortgage
RES-309	Partial Release of Mortgage (Access Rights Only)
RES-310	Request for Partial Reconveyance
RES-311	Partial Reconveyance
RES-312	Partial Release of Lease
RES-313	Release of Lease
RES-314	Subordination Agreement for Utilities
RES-315	Release of Damages
RES-316	Partial Release of Judgment
RES-317	Possession and Use Agreement
RES-318	Compensation Agreement for Condemnation
RES-319	Stop Condemnation Request
RES-320	Condemnation Transmittal
RES-321	Real Property Voucher (Excel)
RES-322	Exchange Agreement

RES-323	Consent to Change of Grade
RES-324	Easement
RES-325	Temporary Easement
RES-326	Permit
RES-327	Option to Purchase Quarry/Pit
RES-328	Option to Purchase Lands
RES-329	Lease
RES-330	Bill of Sale
RES-331	Memorandum of Lease
RES-332	Notice of Lien
RES-333	Request to Accept Encumbrance
RES-334	Tax Set Over Letter
RES-335	Fixtures and Improvements Agreement
RES-336	Memo for Excess Lands
RES-337	Escrow Agreement
RES-338	Water System Agreement
RES-339	Water System Connection Agreement
RES-340	Septic System Agreement
RES-341	Septic System Connection Agreement
RES-342	Lease for Quarry/Pit
RES-343	Agreement Not to Rent
RES-344	Construction Memo
RES-345	Release and Transfer of Jurisdiction
RES-346	Mobile Home Bill of Sale
RES-347	Acquisition and Title File Contents
RES-348	Emergency Permit and Right of Entry
RES-349	Mobile Home Offer Letter
RES-350	Offer Letter
RES-351	Revised Offer Letter
RES-352	Landlord/Tenant Form
RES-353	Right of Way Parcel Transmittal
RES-354	Special Handling Memo
RES-355	Quitclaim Deed (Release Easement)
RES-356	Quitclaim Deed (Access Use for Easement)
RES-357	EFT Escrow Cover Letter
RES-358	OFM Escrow Cover Letter
RES-359	WSDOT Escrow Cover Letter
RES-360	EFT Payment Letter

RES-361	OFM Payment Letter
RES-362	WSDOT Payment Letter
RES-363	Title Search Checklist
RES-364	WSDOT Welcome & Appraisal Letter
RES-365	Individual Notary
RES-366	Corporate Notary
RES-367	Attorney In Fact Notary
RES-368	Self and Attorney In Fact Notary
RES-369	Guardian, Executor, Administrator Notary
RES-370	Mayor City Commissioners Notary
RES-371	County Commissioners Notary
RES-372	School District Notary
RES-373	Signature By Mark Notary
RES-374	Partnership Notary
RES-375	Trustee Notary
RES-376	Limited Liability Company Notary
RES-377	RES Notary
RES-378	Administrative Settlement Memo
RES-380	Certification – Region Checklist
RES-381	RW Manual Miscellaneous Clauses Chapter 9
RES-382	Relocation Eligibility Report
RES-383	No Right of Way Certificate
RES-384	Certificate 1, No Relocation
RES-385	Certificate 1, Residential Relocation
RES-386	Certificate 1, Non-Residential Relocation
RES-387	Certificate 1, Combination of Relocation Types
RES-388	Certificate 2, No Relocation
RES-389	Certificate 2, Residential Relocation
RES-390	Certificate 2, Non-Residential Relocation
RES-391	Certificate 2, Combination of Relocation Types
RES-392	Certificate 3, No Relocation
RES-393	Certificate 3, Residential Relocation
RES-394	Certificate 3, Non-Residential Relocation
RES-395	Certificate 3, Combination of Relocation Types
RES-396	Certificate 3, Design Build Phased – Under Construction
RES-397	Certification Worksheet
RES-398	Certification Worksheet – Design Build
RES-399	WSDOT Certification Concurrence Letter

## 13-5 Property Management Forms (Chapter 11)

### *WSDOT Agency Forms*

130-005	Agreement Edit Information
220-015	Environmental Checklist for Surplus Property Disposals
224-011	Reimbursable Agreement: RES Review and Approval of Personal Wireless Services Facilities
224-031	Reimbursable Agreement: RES Review and Approval of Personal Wireless Services Facilities
260-051	Bid for Purchase of Surplus Real Estate
261-005	Surplus Property Report
263-003	Salvage Appraisal Report
263-004	Assignment of Lease
263-006	Application for Deferred Payments
263-007	Property Inspection and Status Report
263-008	Residential Property Inspection
263-009	Rental Agreement Transmittal
263-010	Right of Way Property Acquisition Procedures
263-016	Memorandum of Lease Benefiting Appurtenant Property
263-017	Memorandum of Lease
263-018	Memorandum of Lease Termination
263-023	Personal Property Sale and Removal Agreement
263-024	Waiver of Abutter's Rights
265-001	Disclosure of Information on Lead-Based Paint and Lead Based Paint Hazards – Sales of Pre 1978 Housing
265-002	Disclosure of Information on Lead-Based Paint and Lead Based Paint Hazards – Rental of Pre 1978 Housing
410-100	Purchaser Certification for Export Restricted Timber

### *WSDOT Real Estate Services Forms*

RES-401	Request for Title Check and Legal Description
RES-402	Waiver of Abutter's Rights
RES-403	Bill of Sale
RES-404	Employee Request – Permission to Bid on Surplus Real Estate
RES-405	Contract Insurance Requirements Information
RES-406	Surplus Real Estate Purchase Form
RES-407	Disposal Memorandum
RES-408	Estimate of Value for Parcel under \$10,000.00 (under development)
RES-409	Option Agreement
RES-410	Real Property Purchase and Sale Agreement
RES-411	Quitclaim Deed

RES-412	Quitclaim Fulfillment Deed
RES-413	Easement Deed
RES-414	Real Estate Contract
RES-415	Residential Displacee Lease
RES-416	Commercial Displacee Lease
RES-417	Single Family Residential Lease
RES-418	Ground Lease
RES-419	Trail Lease
RES-420	Standard Airspace Lease
RES-421	Wireless Communication Site Lease (Covers Attachments to WSDOT Structures)
RES-422	Wireless Communication Site Lease (Excludes Attachments to WSDOT Structures)
RES-423	Wireless Communication Lease – Approval of Sublease to (Subtenant)
RES-424	Airspace Lease for Communication Facilities (Ground Rental Only)
RES-425	Airspace Lease for Access to Communication Facility
RES-426	Assignment Assumption of Lease
RES-427	Notice to Vacate
RES-428	Cooperative Agreement
RES-430	Memorandum of Lease
RES-431	Memorandum of Lease – Appurtenant
RES-432	Wireless Lease for Utility Pole Attachment
RES-433	Event Lease
RES-434	Lease Amendment
RES-435	Personal Property Sale and Removal Agreement
RES-436	Real Estate Services Application/Single Family Residential Supplement
RES-437	PM Lease Review Checklist
RES-438	Monitoring Well Agreement
RES-439	Right of Entry
RES-440	Tiedown Lease
RES-441A	Airspace Lease Short Form & Provisions
RES-443	Surplus Appraisal Review Assignment Sheet
RES-444	Unimproved Residential Real Property Disclosure Statement
RES-445	Disposal Appraisal Assignment Sheet
RES-446	Disposal Appraisal Concurrence

## 13-6 Relocation Assistance Forms (Chapter 12)

### WSDOT Real Estate Services Forms

RES-501	General Notice of Relocation Rights (Non-Residential)
RES-502	General Notice of Relocation Rights (Landlord)
RES-503	General Notice of Relocation Rights (Personal Property)
RES-504	General Notice of Relocation Rights (Residential)
RES-505	Notice of Eligibility, Entitlements, and 90-Day Assurance (Non-Residential)
RES-506	Notice of Eligibility, Entitlements, and 90-Day Assurance (Non-Residential Fixed Payment)
RES-507	Notice of Eligibility, Entitlements, and 90-Day Assurance (Residential Owner)
RES-507a	Notice of Revised Price Differential (Residential Owner)
RES-507b	Notice of Eligibility – Non DSS (Residential Owner)
RES-507c	Notice of Eligibility w/Carve Out Language (Residential Owner)
RES-508	Notice of Eligibility, Entitlements, and 90-Day Assurance (Residential Tenant)
RES-508a	Notice of Eligibility – Non DSS (Residential Tenant)
RES-509	Notice of Eligibility, Entitlements, and 90-Day Assurance (Landlord)
RES-510	Notice of Eligibility, Entitlements, and 90-Day Assurance (Personal Property)
RES-511a	Notice of Eligibility, Entitlements, and 90-/Day Assurance (Mobile Homes – Own Mobile Home, Rent Site)
RES-511b	Notice of Eligibility, Entitlements, and 90-/Day Assurance (Mobile Homes – Own Mobile Home, Own Site)
RES-511c	Notice of Eligibility, Entitlements, and 90-/Day Assurance (Mobile Homes – Rent Mobile Home, Rent Site)
RES-512	Notice of Intent to Acquire
RES-513	Mortgage Interest Differential Payment (MIDP)
RES-514	Incidental Purchase Expense Work Sheet
RES-515	Documentation of Living Expenses
RES-516	Price Differential Entitlement Instructions
RES-516a	Down Payment Assistance Entitlement Instructions
RES-517	Vacate Inspection
RES-518	Agreement for Provisional Replacement Housing Payment
RES-519	Fixed Payment (In-Lieu) Work Sheet – Non-Residential
RES-520	Request for Moving Bid cover letter
RES-521	Request for Proposal and Moving Specification format
RES-522	Replacement Site Search Log

RES-523	Application for Reestablishment Expenses – Non-Residential
RES-525	(DSS) Replacement Dwelling Inspection Report
RES-526	Loss of Tangibles/Substitute Personal Property Bid Form
RES-527	Loss of Tangibles Computation
RES-528	Substitute Personal Property Computation
RES-529	Residential Checklist
RES-530	Non-Residential Checklist
RES-531	Personal Property Checklist
RES-532	Residential Occupancy Survey
RES-533	Non-Residential Occupancy Survey
RES-533a	Non-Residential (Landlord) Occupancy Survey
RES-534	Personal Property Only Occupancy Survey
RES-535	Pre Move Inventory – Non-Residential
RES-536	Final Claim Letter – Non-Residential
RES-536a	Final Claim Letter – Residential
RES-537	Relocation Assistance Voucher
RES-538	Application for Fixed Payment
RES-539	Monthly Income Verification
RES-540	Move Expense Agreement – Residential
RES-540a	Move Expense Agreement – Non-Residential
RES-541	Housing Comparison Work Sheet
RES-542	Price Differential Report
RES-542a	Price Differential Report Instructions
RES-543	Rent Supplement Report
RES-544	Notice of Relocation Noneligibility
RES-545	Non-Residential Obsolete Printed Items
RES-546	Mobile Home Move Cost – Personal Property
RES-547	Lawfully Present in the United States Certification
RES-548	Transfer of Ownership Non-Residential
RES-549	Claim Determination Letter
RES-550	Notification of Professional Home Inspection