

BLM Negotiated Agreement  
MINIMUM DUE DILIGENCE CHECKLIST

Item	Done	Comments
<b>Case Initiation:</b>		
Identify willing landowner(s) and complete case prework		
<b>Feasibility Review (Value, Title, Split Estate, Water, Tenants, etc.)</b>		
Prepare Letter of Intent / Right to Enter		
<b>Title:</b>		
Establish who actual landowner is		
Select Title Company		
If business entity involved, collect corporate docs		
Order title to confirm ownership (Litigation Guarantee)		
Receive title commitment		
Review title commitment (Differences in Legal and Identify Issues)		
Resolve title issues: improper deeds, unresolved estates, powers of attorney, authority to sell		
<b>LSR:</b>		
Final Legals		
Prepare Exhibit A (map) if needed		
Prepare Legal Surveyor Services Request (LSSR)		
Complete LSR certificate and/or Chain of Surveys (COS)		
Resolve legal description issues identified in LDR		
Re-request LSR if necessary		
Complete LSR Memo Request if necessary		
Any changes to legal description will require ISO to complete an LSR Memo		
<b>Field Office Processing:</b>		
Complete CIP with appropriate technical experts		
Prepare NEPA documents		
<b>BLM Access MOU :</b>		
Draft MOU		
MOU approved by Land Owner		
MOU Offer and Acceptance		
BLM Access Granted		
Update Timber File and Notify Lands Staff		
<b>Road Use Agreement:</b>		
Identify amount and Type of Board Feet volume (live, dead, species, etc)		
Estimate Timber Value per Board Feet		
Determine Length and Type of Road Needed		
Draft Road Use Agreement (RUA)		
Land Owner Approves Value and RUA		
Final RUA drafted and ready for signature by Land Owner(s) and Purchaser		
<b>Contracting:</b>		
Submit details of access to contracting		
Approve access details for Sale Notice		
Approve Access stipulations in Sale Contract		

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