



**HIGHWAY ADMINISTRATION
PROJECT DELIVERY DIVISION**

**RIGHT OF WAY BUREAU
TITLE AND CLOSING MANUAL**

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TITLE & CLOSING UNIT FUNCTION

Acquire real property or property rights by preparing, securing and recording conveyance documents.

Clear title and disburse funds to appropriate parties to ensure possession and complete the transfer of property or property rights for highway projects.

Prepare instruments conveying State-owned right of way to cities and counties in fulfillment of jurisdictional transfer agreements (see *Transfer of Jurisdiction Manual*).

TITLE & CLOSING UNIT RESPONSIBILITIES

Determine who has merchantable title of properties to be acquired through reviewing title information provided by county abstractors or online sources.

Perform pre-approval reviews and audits to ensure acceptability of all proposed purchase agreements.

Prepare and secure all legal documents necessary to clear title and obtain sufficient rights in land in accord with purchase agreements and current Iowa Land Title Standards.

Close transactions and disburse funds pursuant to the terms and conditions of the purchase agreement and the Right of Way Bureau's policies and procedures.

Ensure proper retention of all acquisition and conveyance information in the Right of Way electronic parcel file.

Determine when possession of parcels has been acquired and update the Highway Project Scheduling System accordingly.

TRANSMITTAL TO TITLE & CLOSING

Obtaining a signed purchase agreement from the owner or tenant on property is the responsibility of the Right of Way Acquisition Unit. These signed agreements are transmitted to the Title & Closing Production Coordinator who then assigns the parcel to a Title & Closing Agent ("Agent").

TITLE REVIEW

Each purchase agreement submitted to the Title & Closing Unit shall be subjected to a title review prior to being presented for approval. The purpose of this review is to assure that there is sufficient title evidence to support the owner's claim to the property and they can or will be able to produce merchantable title necessary to complete the transaction.

A [Report of Ownership and Liens](#) is ordered and made available by the Right of Way Design Unit when each parcel is created. Deed Information is provided if a [Report of Ownership and Liens](#) is not required. The Agent shall review the title information to verify current ownership and check if any of the following items will affect the proposed acquisition:

- Easements, Leases or other Land Use Agreements
- Current Contracts for sale of real estate
- Mortgages
- Judgments and Liens
- Divorce Decrees, including child support obligations
- Life Estates
- Estates/Conservatorships/Trusts
- Corporation, Partnership or LLC Ownership

The [Report of Ownership and Liens](#) may be several months old at the time of the Agent's review. Therefore, the Agent should also check online records to see if title has been recently transferred and make note if any new encumbrances affecting the property have been filed since the date of the last [Report of Ownership and Liens](#) certification. The Agent shall also ensure that a corporation/LLC is an "active" entity per the Iowa Secretary of State's records. This online records search may include:

- Iowa Land Records <https://iowalandrecords.org/>
- Iowa Courts Online <https://www.iowacourts.state.ia.us/>
- County Assessor site <http://www.iowaassessors.com/>
- County Treasurer site <https://www.iowatreasurers.org/>
- Iowa Secretary of State site <http://sos.iowa.gov/>

No purchase agreement shall be processed, and no payment shall be requested unless a title determination has been made which establishes that the sellers or payees can convey merchantable title or rights in title in accord with the terms and conditions of the proposed acquisition.

AUDITING THE PARCEL

In addition to reviewing title, the Agent shall audit the parcel information to ensure that all of the proposed property rights are properly identified, valued and listed to be acquired, and that all of the requirements are addressed and agreed upon by all parties (See [Title & Closing Parcel Checklist](#)). Using the parcel information, the Agent should determine:

- Type of Acquisition (Partial or Total) (Fee or Easement)
- Acres or square footage to be acquired
- Excess land identified
- Acquisition in the name of the State, County, or City
- If Easement acquisition - what purpose
- Temporary Easement needs
- Underlying fee to be acquired
- Access rights to be acquired
- Access Location Points
- Entrance information
- Location of Acquisition (i.e. Section, Township, Range, Quarter Quarter (¼ ¼) or Subdivision, Block, Lot)
- Possible tenants
- How the dollar amount is to be allocated

The Agent shall also review the purchase agreement submitted by the Right of Way Acquisition Unit to ensure consistency and accuracy regarding the following items:

- County, Project, Parcel, Route
- Seller names and marital status
- Location of proposed acquisition (brief legal description)
- Access Rights acquired
- Payment amount and Performance terms
- Land by Fee Title to whom and acres/square feet
- Underlying Fee Title and acres/square feet
- Permanent Easement for "purpose", to whom and acres/square feet
- Fencing (see [Fence Payment Schedule](#))
- Buildings/Improvements acquired
- Items salvaged back to owner
- All applicable clauses including tenant, temporary easement, entrance locations, etc.
- Proper signatures and acknowledgements, including notary stamp
- All appropriate attachments

NOTE: If any information is found to be incorrect or missing as a result of this audit, notify the Title & Closing Production Coordinator immediately.

Using the information from the audit described above, the Agent may start filling out the necessary fields on the [Audit and Control Sheet](#) for the parcel, which is then transmitted to the Right of Way Payment & Audit Unit, along with the purchase agreements and breakdowns, for the Right of Way Director's approval and signature.

At this time the [W-9 Form](#) from the seller is given to the Title & Closing Production Coordinator for delivery to the Office of Finance and entry into the Accounts Payable System. The Agent shall review the [W-9 Form](#) to check that all of the necessary information is provided and the form is complete (see [W-9 Form Guidelines](#)).

AGREEMENT APPROVAL, RECORDING AND TITLE UPDATE

Once the Right of Way Payment & Audit Unit receives transmittal of the parcel documents from the Agent, they will perform an accounting audit and present the file to the Right of Way Director for approval. All right of way agreements must be approved to be a binding obligation. The Right of Way Director is authorized to approve and sign the agreement for the Iowa Department of Transportation, and the agreement becomes effective as of that date. Once this is completed, the Right of Way Payment & Audit Unit shall deliver the approved purchase agreement and completed [Audit and Control Sheet](#) back to the Agent. The Agent will then record the owner's approved purchase agreement with the County Recorder of the county in which the land sought to be acquired is located using the Iowa Land Records E-Submission Service (see *E-Submission Process Manual*). Tenant agreements and drainage consent agreements are not recorded.

Each *original* approved agreement (with breakdown attached) is given to the Right of Way Payment & Audit Unit to be stored in the Right of Way records room for retention. An electronic version of each approved purchase agreement is kept in the electronic parcel file (see [ProjectWise File Guide](#)), and a *copy* is also provided to the seller.

Once the owner's purchase agreement has been recorded, the Agent shall order a title update. Depending on the nature of the proposed acquisition, an Abstract continuation may be required instead of an updated [Report of Ownership and Liens](#) (see [Title Update Requirements](#)).

The title update, to be furnished by an approved abstractor, brings the title information current through the date of the recording of the agreement. Once received, the Agent shall perform a final title determination and review. If an Abstract continuation is required, the Agent shall transmit the updated Abstract to the General Counsel Division of the Department, requesting a [Title Opinion](#).

PREPARATION OF CONVEYANCE DOCUMENTS

The Agent is required to prepare all conveyance documents necessary to obtain sufficient rights in land in accord with the purchase agreement. A conveyance document is executed by the seller (grantor) and transfers the interests and rights specified by the conveyance document to the buyer (grantee). Every conveyance document is recorded with the County Recorder of the county in which the land sought to be acquired is located and must conform to the document formatting standards stated in IC Sec. 331.606B.

Using the information obtained through the title review and parcel audit, the Agent drafts the conveyance document, which contains the following segments: (Also see Example below)

1. **Heading:** This contains required instructional information for the County Recorder and Auditor under the Iowa Department of Transportation logo. The Heading must be no less than three (3) inches from the top of the page to be acceptable for recording.
2. **Title:** Title of the conveyance/form of conveyance.
3. **Consideration:** The consideration amount is the total value of the lands, rights in land or improvements being acquired and conveyed and does not include damages. For Deeds conveying property, this amount determines the amount of transfer tax collected by the County Recorder.
4. **Grantor:** The party selling the property, including marital status. The name(s) of the grantor must be precise and in accordance with the title evidence shown in the title review.
5. **Granting Clause:** The statement of the interest in land to be conveyed. This clause is modified for the specific type of conveyance (i.e. Quitclaim Deed or Easement). It also includes the Grantee, which is the purchaser of the property or buyer. This is normally the State of Iowa, but it may be a City or County depending on what is prescribed in the acquisition agreement and parcel audit.
6. **Statement of Rights Granted:** This is the introduction to the Legal Description.
7. **Legal Description:** Generally, the Land Surveyor provides the legal description which specifically describes the land that is the subject of the transaction and it is inserted in the document here. The Legal Description will begin with the general location of the property ($\frac{1}{4}$ $\frac{1}{4}$, Section-Township-Range; or Lot, Block, Subdivision, City) and refer to the Acquisition Plat prepared which is attached as the last page of the conveyance document. The remainder of the Legal Description is usually constructed as a metes and bounds description, which will commence at a known point then traverse the boundary of the property through a series of angles and distances which mathematically describes and encloses the property. The Legal Description may also be described as a division of the rectangular survey system. This method of description is particularly applicable when an entire property is being acquired or when a portion of a lot or block in an urban subdivision is being acquired. In the case of a total acquisition, the description used in the Abstract should be used.
8. **Merger with Agreement:** The Purchase Agreement and its corresponding recording information are listed here with a statement that the conveyance is given in fulfillment of the agreement. All the conveyance documents are also listed here, which helps link all the conveyance documents and the agreement together as one parcel.
9. **Footer:** This is located at the bottom of each page of the conveyance instrument (except the plat exhibit). It contains important reference to the project, seller name, parcel number and page number.
10. **Damages:** The amount of damages is listed here - it is not subject to transfer tax.
11. **Exemption:** This is a statement of the Declaration of Value Exemption. On smaller deed transactions, where the consideration (shown in Item 3 above) is under \$500.00, or if the type of conveyance is an Easement, it may also include an exemption from paying transfer tax.
NOTE: The Iowa Department of Transportation is NOT required to furnish a Declaration of Value or Groundwater Hazard Statement with its conveyance documents (see IC Secs. 428A.1, 428A.2 & 558.69).
12. **Warrants of Title/Release of Dower:** This is standard language contained in every conveyance document and protects the interest of the grantee.
13. **Date of Instrument:** The date the parties sign the conveyance.
14. **Signature Block:** This must include the typed or printed name of the signor, their title (if not an individual) and must be signed in blue or black ink.
15. **Acknowledgment:** This is to be completed by the person notarizing the grantor's signature. It must include the State and County where the conveyance was signed and the date on which the grantor signed. The Notary Public then signs the document and affixes their seal. Every conveyance document must be notarized for it to be recorded.



1. Heading

Prepared by: Katie A. Johnson, Office of Right of Way, 800 Lincoln Way, Ames, IA 50010, 515-239-1633
Return to: Katie A. Johnson, Office of Right of Way, 800 Lincoln Way, Ames, IA 50010, 515-239-1633
Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Prop Mgmt-ROW Office, IDOT, 800 Lincoln Way, Ames, IA 50010)

2. Title

WARRANTY DEED

3. Consideration

For the consideration of **ONE THOUSAND TWENTY AND NO/100-----(\$1,020.00)-----**

4. Grantor

DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **JOHN PUBLIC**, a single person, does hereby convey to the **STATE OF**

5. Granting Clause

IOWA the following described real estate in Story County, Iowa:

6. Statement of Rights Granted

THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS FOLLOWS:

A parcel of land located in part of the NE $\frac{1}{4}$ of Section 35, Township 91 North, Range 14 West of the 5th P.M., Story County, Iowa as shown on Acquisition Plat Exhibit "A" attached hereto and by this reference made a part hereof, more particularly described as follows:

7. Legal Description

Commencing at the E $\frac{1}{4}$ Corner of said Section 35; thence N00°55'35"W 715.46 feet (Record 715.83') along the East line of the NE $\frac{1}{4}$ of said Section 35; thence S89°04'26"W 41.42 feet (Record 42.17') to the Existing Southwesterly right of way line of Primary Road No. U.S. 218 and SE Corner of Amended Survey Document 19960923, the point of beginning; thence N48°17'18"W 150.53 feet (Record 149.74') along said Existing right of way line; thence Northwesterly along said Existing right of way line, 497.88 feet (498.1' Record) along a 1402.89 foot radius curve, concave Southwesterly and having a Chord Bearing of N67°37'16"W 495.27 feet (495.5' Record); thence, continuing along said Existing right of way line, N82°34'56"W 359.47 feet (359.4' Record); thence, continuing along said Existing right of way line, N84°47'58"W 682.76 feet (682.5' Record); thence, continuing along said Existing right of way line, S84°41'50"W 302.00 feet; thence N87°54'05"E 362.58 feet; thence S81°37'15"E 354.97 feet; thence N05°10'24"E 28.67 feet to the Existing Southerly right of way line of Primary Road No. U.S. 218; thence S84°47'58"E 66.00 feet along said right of way line; thence S05°10'24"W 28.61 feet; thence S82°07'17"E 537.58 feet; thence S74°35'14"E 285.25 feet; thence S57°10'10"E 324.19 feet to the South line of said Amended Survey Document 19960923; thence N89°22'21"E 48.31 feet along said south line to the point of beginning, containing 56,775 square feet.

8. Merger with Agreement

This deed is given in fulfillment of a certain Agreement dated January 4, 2015, and recorded in the Story County Recorder's Office on January 10, 2015, as Inst. No. 2015-000154, except for those terms that survive the execution of this document.

9. Footer

Story County Project No. NHSN-30-2(149)--2R-85
John Public (Parcel No. 1)

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10. Damages

The additional amount of \$345.00, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax.

11. Exemption

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

12. Warrants of Title/Release of Dower

Grantors do hereby covenant with grantees, and successors in interest, that grantors hold the real estate by title in fee simple; that they have good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and grantors covenant to warrant and defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate.

Words and phrases herein, including acknowledgment hereof shall be construed as in the singular or plural number, and as feminine or masculine gender, according to the context.

13. Date of Instrument

Dated _____, 20____.

14. Signature Block

John Public (Sign in Ink)

15. Acknowledgment

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20____, by
John Public.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

The Department normally acquires and accepts several types of conveyances. The rights or interests to be acquired determine what form of conveyance should be used. Also, the type of seller, the seller's relationship to title and the type of interest to be acquired are all factors that determine the type of conveyance document to be employed. The most common forms of conveyance are:

[Warranty Deed](#) - A deed in which the grantor warrants the title against defects arising at any time, either before or after, the grantor obtained his interest in the land. It assures that the grantor is the true owner, has the right to pass title and guarantees the title to be merchantable. This is the most common type of deed and is used to convey fee simple interests of any type.

[Quitclaim Deed](#) - A deed in which the grantor is merely transferring and releasing to the grantee whatever interest the grantor has in the property, if any. The grantor does not warrant the title. This type of deed is normally used when the question of adverse possession arises or when acquiring interests from public agencies.

[Court Officer Deed](#) - A deed in which an executor or administrator of an estate or a conservator of the property of a ward transfers title on behalf of an estate or conservatorship. Court approval may be necessary before the State can accept this type of conveyance.

[Access Rights Deed](#) - A deed in which the grantor only transfers their right of access to real estate, usually from prescribed Station to Station. NOTE: When access control is acquired along with fee title in the name of the State, these rights are included in the language of the deed (see [Access Control Clauses](#)).

[Trustee Warranty Deed](#) - A deed in which a Trustee transfers title on behalf of a Trust. This type of conveyance document requires an [Individual Trustee's Affidavit](#) and [Purchaser's Affidavit](#) to be executed and recorded with the deed.

[Easement](#) - This type of conveyance grants the right to use property for a specific purpose for an unspecified length of time - thus making it permanent. The grantor allows the grantee use of the land for this specific purpose, but retains fee title to the land, referred to as Underlying Fee. An [Easement for Public Highway](#) is the most common form of easement used by the Department, but there are others, such as [Flowage Easement](#) and [Permanent Utility Easement](#) that are used as well. Easements must be executed with the same formalities as any deed and are valued the same as a fee taking.

[Bill of Sale](#) - A conveyance in which the grantor only transfers ownership of certain improvements (i.e. buildings, mobile homes, billboards) to the grantee. This form of conveyance is used when the improvement is not located on land that the State is acquiring by fee title.

TITLE CLEARING

In addition to preparing conveyance documents, the Agent shall obtain the necessary documents required to clear title to the land acquired per Iowa Land Title Standards and current Right of Way policy and procedure. Items necessary for title clearing will be identified in the title review by the Agent or shown in the [Title Opinion](#) provided by the General Counsel Division.

Security Interest Holders

Mortgage holders, lien holders and other security interest holders should be notified of a pending transaction and allowed to be named as a joint-payee on the conveyance warrant if they wish. In addition, the Agent may request a [Release of Real Estate Mortgage](#), [Partial Release of Mortgage](#), [Easement Priority Agreement](#) or [Satisfaction of Judgment](#) to release the security interest holder's encumbrance on the property to be acquired. The need for a release depends on the size and complexity of the transaction (see [Release Requirements](#)).

Affidavits

In some cases, an [Affidavit of Surviving Spouse](#) or an [Affidavit of Possession](#) may be required to provide clear evidence of title prior to the seller transferring property. These are not very common.

Easement Holders

When property is encumbered by an easement (other than for public/utility purposes), it is necessary for the Agent to ensure that the property acquired is released from the encumbrance of the easement. A [Partial Abandonment of Easement](#) or [Quitclaim Deed](#) executed by the easement holder should be used to accomplish this release.

Real Estate Taxes

Unpaid real estate taxes are considered a lien on real estate. However, once land is acquired as right of way for a public road it is no longer taxable real property. The County Treasurer shall prorate the real estate taxes based on the possession date. Section 427.2 of the Code requires the acquiring authority to assist in the collection of real estate taxes and special assessments. The need for payment to the County Treasurer for real estate taxes depends on the size and complexity of the transaction. In some cases, the County Treasurer is named as a co-payee on the possession check and will collect the taxes and assessments due and owing from the seller when the warrant is presented for their endorsement. Most of the time, however, the County Treasurer is provided notice of the transaction in order to prorate the real estate taxes based on the possession date, remove the property from the tax rolls and the amount due is collected from the value remaining property (see [Online Tax Brochure](#)).

DISBURSEMENT OF FUNDS

Each approved purchase agreement specifies one or more payment dates. These dates refer to specific days on which the seller has agreed to tender rights in land or title to the land. The State has agreed to tender payment in return for the rights or title. These dates control the scheduling of payments.

Conveyance Payment

Generally, once all the executed conveyance documents have been returned to the Agent, and all title clearing requirements have been satisfied, the Agent may prepare voucher(s) for payment. Attention and consideration must be given to any special payment instructions contained in the acquisition agreement or requested by the seller. Consideration must also be given to any co-payees to be named on the warrant and any proceeds paid to other parties pursuant to title clearing requirements.

Possession Payment

Occasionally, payment of a portion of the total contract consideration is contingent upon the seller surrendering possession of the premises. These payments are handled by the Right of Way Property Management Unit and usually involve buildings, houses or other improvement that must be inspected prior to payment. Also, if payment of real estate taxes is required, usually the County Treasurer is named as a co-payee on this possession check.

CLOSING FORMS

Upon completing the conveyance payment voucher(s), the closing agent shall also prepare and secure a [Closing Statement](#) and [Allocation of Proceeds Statement](#) from the seller, if required.

Closing Statement

A [Closing Statement](#) is required for all transactions involving the purchase of real property. The values shown on it are determined by the appraisal and acquisition information provided. This [Closing Statement](#) breaks down the gross proceeds of the sale into Real Estate and Damages.

Real Estate: Any land acquired (by either fee or easement for public highway) is part of the Real Estate consideration. In addition, any buildings or improvements are also included in this category. The salvage value of any improvements to be retained by the seller is also shown on the [Closing Statement](#) and subtracted from the value of said improvement.

Damages: Other items not considered real estate are listed as Damages on the [Closing Statement](#). These may include payment for fencing, crop reservation, temporary easement areas and cost to cure items.

The date the Agent signs this form is considered the Closing Date, and in most cases, it is the date the Agent completes the conveyance payment voucher(s). This date must be accurate, as it is very important for tax reporting purposes. A copy of the Closing Statement is submitted to the Title & Closing Production Coordinator for entry into the 1099 tax reporting system (see [1099 Reporting Requirements](#)). The sellers are also provided a copy, as they will use this information when they file their income tax returns.

Allocation of Proceeds Statement

If there are multiple fee owners (except in the case of married couples), or if there is a contract purchaser, an [Allocation of Proceeds Statement](#) is necessary for tax reporting purposes. This statement specifies how much of the gross proceeds of the sale each seller will be claiming on their taxes. This form is required by the IRS and is sent to each seller for completion at closing. Once all of the completed [Allocation of Proceeds Statements](#) have been returned to the Agent, they are submitted to the Title & Closing Production Coordinator for entry into the 1099 tax reporting system.

POSSESSION

Designees of the Department may enter the acquired property and proceed with the project after payment has been made to the seller or as specified in the Purchase Agreement. If no separate Possession Payment is required, and the Purchase Agreement specifies that the total contract consideration is to be paid "on possession and conveyance," the date of possession is three (3) business days after the warrant has been mailed to the owner.

If a separate Possession Payment is required, possession is subject to inspection, and the possession date is determined by the Right of Way Property Management Unit.

In some instances, the seller may agree to grant "Immediate Possession" which will be specified in the acquisition agreement. In these cases, the possession date is the effective date of the approved agreement.

FINAL RECORDING AND RECORD RETENTION

Once delivery of the conveyance payment has been confirmed, the Agent shall record the conveyance documents with the County Recorder of the county in which the land sought to be acquired is located using the Iowa Land Records E-Submission Service (see internal E-Submission Process Manual). Once the documents have been recorded, a recorded copy of each is placed in the electronic parcel file (see [ProjectWise File Guide](#)).

Conveyance to State: The original conveyance document is attached to its corresponding original plat and transmitted to the Right of Way records room for retention.

Conveyance to County: A *copy* of the conveyance document is attached to its corresponding original plat and transmitted to the Right of Way records room for retention. The original conveyance document is mailed to the County Auditor (with a copy to the County Engineer).

Conveyance to City: A *copy* of the conveyance document is attached to its corresponding original plat and transmitted to the Right of Way records room for retention. The original conveyance document is mailed to the City Clerk (with a copy to the City Engineer).

APPENDIX A (Checklists/Guidelines/Brochures)

[Title & Closing Parcel Checklist \(A-1\)](#)

[Fence Payment Schedule \(A-2\)](#)

[W-9 Form Guidelines \(A-3\)](#)

[Title Update Requirements \(A-4\)](#)

[Access Control Clauses \(A-5\)](#)

[Release Requirements \(A-6\)](#)

[1099 Reporting Requirements \(A-7\)](#)

[ProjectWise File Guide \(A-8\)](#)

APPENDIX B (Examples/Samples/Templates)

[Report of Ownership and Liens \(B-1\)](#)

[Audit and Control Sheet \(B-2\)](#)

[W-9 Form \(B-3\)](#)

[Title Opinion \(B-4\)](#)

[Warranty Deed - Individual \(B-5\)](#)

[Warranty Deed - LLC \(B-6\)](#)

[Warranty Deed - Corporate \(B-7\)](#)

[Quitclaim Deed - Individual \(B-8\)](#)

[Quitclaim Deed - LLC \(B-9\)](#)

[Quitclaim Deed - Corporate \(B-10\)](#)

[Court Officer Deed - Individual \(B-11\)](#)

[Court Officer Deed - Corporate \(B-12\)](#)

[Access Rights Deed - Individual \(B-13\)](#)

[Access Rights Deed - LLC \(B-14\)](#)

[Access Rights Deed - Corporate \(B-15\)](#)

[Trustee Warranty Deed \(Inter Vivos\) - Individual \(B-16\)](#)

[Trustee Warranty Deed \(Inter Vivos\) - Corporate \(B-17\)](#)

[Trustee Warranty Deed \(Testamentary\) - Individual \(B-18\)](#)

[Trustee Warranty Deed \(Testamentary\) - Corporate \(B-19\)](#)

[Individual Trustee's Affidavit \(Inter Vivos\) \(B-20\)](#)

[Corporate Trustee's Affidavit \(Inter Vivos\) \(B-21\)](#)

[Individual Trustee's Affidavit \(Testamentary\) \(B-22\)](#)

[Corporate Trustee's Affidavit \(Testamentary\) \(B-23\)](#)

[Purchaser's Affidavit \(B-24\)](#)

[Easement for Public Highway - Individual \(B-25\)](#)

[Easement for Public Highway - LLC \(B-26\)](#)

[Easement for Public Highway - Corporate \(B-27\)](#)

[Trustee Easement for Public Highway \(Inter Vivos\) \(B-28\)](#)

[Trustee Easement for Public Highway \(Testamentary\) \(B-29\)](#)

[Flowage Easement \(B-30\)](#)

[Permanent Utility Easement \(B-31\)](#)

[Bill of Sale - Individual \(B-32\)](#)

[Bill of Sale - LLC \(B-33\)](#)

[Bill of Sale - Corporate \(B-34\)](#)

[Release of Real Estate Mortgage \(B-35\)](#)

[Partial Release of Mortgage \(B-36\)](#)

[Easement Priority Agreement \(B-37\)](#)

[Satisfaction of Judgment \(B-38\)](#)

[Affidavit of Surviving Spouse \(B-39\)](#)

[Affidavit of Possession \(B-40\)](#)

[Partial Abandonment of Easement \(B-41\)](#)

[Closing Statement \(B-42\)](#)

[Allocation of Proceeds Statement \(B-43\)](#)

TITLE & CLOSING ELECTRONIC PARCEL CHECKLIST (Revised 10/2019)

ProjectWise Directory No: _____ FRONT-ENDED Y N

Project No: _____ Parcel No.: _____ Paydate: _____

In PW	Y	NA	Design Folder:	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original Report of Liens	Dated: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Report of Liens Update Ordered: _____	Received: _____ Voucher #: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design Revision Request	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summary Sheet	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acquisition Plat(s)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excess Land Plot Plan or Plat	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appraisal Folder:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appraisal	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review Appraisal Dated _____	By: _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tenant Information Form	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appraisal Waiver Determination	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acquisition Folder:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appraisal Waiver Dated _____	By: _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tenant Information Form	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appraisal Mailing Letter	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification of Negotiator	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer to Purchase-Owner Dated _____	By: _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revised Offer to Purchase Dated _____	By: _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer to Purchase-Tenant Dated _____	By: _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact Notes	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrative Settlement Dated _____	Approved By: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interoffice Breakdown	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title & Closing:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W-9 Form(s) (turn in to Katie) Y N	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title VI Sheet (turn in to Mark) Y N	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Purchase Agreement-Owner PSS Entry	Date Recorded: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Purchase Agreement-Tenant PSS Entry	Voucher #: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Purchase Agreement Letter-Owner	Sent: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Purchase Agreement Letter-Tenant	Sent: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice to Lender/Lienholder (Prel req if over \$25k)	Sent: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice to Treasurer-Approval (if named on check)	Sent: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice to Insurance Company (if bldg acquired)	Sent: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Insurance (if bldg acquired)	Received: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Opinion Request to Legal (if over \$75K or Total)	Sent: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Opinion (if over \$75K or Total)	Received: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Split Payment Form (include with Voucher)	Sent: _____ Received: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Document Letter with Conveyance Docs PSS Entry	Sent: _____ Received: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closing Letter	Sent: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original Document letter to City/County	Sent: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closing Statement	Sent: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allocation of Proceeds Statement	Sent: _____
Abstract: (if over \$75K or Total) Ordered _____				Received _____ Voucher # _____
Conveyances, Releases and Other Documents				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deed(s) (Warranty/Court Officer/Trustee/Quitclaim)	Mortgage Information Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easement(s)	Payoff Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affidavit(s)	Release of Mortgage (if Total)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Partial Release of Mortgage (if over \$25K)
Voucher(s):				
To _____	Prepared _____	Voucher # _____	Mailed _____	Warrant # _____
To _____	Prepared _____	Voucher # _____	Mailed _____	Warrant # _____
To _____	Prepared _____	Voucher # _____	Mailed _____	Warrant # _____
To _____	Prepared _____	Voucher # _____	Mailed _____	Warrant # _____
Recording E-Filed Date _____ Conveyance Recording info in PSS Y N				
Other Closing Requirements/Comments: _____				
Closed File Audit				
Date: _____				
<input type="checkbox"/>	Graphic Exhibit prepared for Plat Book/Central Files (for Totals or Access Control Only parcels)			
<input type="checkbox"/>	Recorded Conveyance Documents saved into ProjectWise			
<input type="checkbox"/>	Closing Statement saved into ProjectWise			
<input type="checkbox"/>	Copy of Closing Statement & Allocation given to Katie			
Acquisition Agent: _____			Closing Agent: _____	

FENCE PAYMENT SCHEDULE

March 1, 2018

Woven Wire **\$40.00 per rod**

Typical 80 rods, 42-inch woven wire, 2 strands of barb wire. Labor and associated hardware included.

Barbed Wire **\$30.00 per rod**

Typical 80 rods with 4 strands of barb wire, including labor and associated hardware.

Corner Sets **\$125.00 per rod**

"H Brace" - 2 posts with a cross brace, plus labor and hardware.

Water Gaps

Consideration determined by size of gap.

Temporary Fencing

Temporary Woven Wire **\$20.00 per rod**

Temporary Barbed Wire **\$16.00 per rod**

Electric **\$12.00 per rod**

W-9 FORM GUIDELINES

Every W-9 must:

- list a name in Box 1 (either individual name or business name)
- have an item checked in Box 3
- have the address shown in Boxes 5 & 6
- list the project and parcel in Box 7
- contain either a Social Security Number of an individual, or an Employer Identification Number of a business
- be signed and dated by the person filling out the form - it should be the same person whose name is in Box 1, or an authorized signor, if a business
- include the Agent's name or initials

Examples of typical W-9 Forms are attached.

EXAMPLE - INDIVIDUAL

<p>Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>► Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																																																					
<p>Print or type. See Specific Instructions on page 3.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><u>Joe Public</u></p>																																																						
	<p>2 Business name/disregarded entity name, if different from above</p>																																																						
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ► _____</p>																																																						
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>																																																						
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p><u>123 Main St</u></p>	<p>Requester's name and address (optional)</p> <p><u>Iowa DOT</u></p> <p><u>Row - KJ</u></p>																																																					
<p>6 City, state, and ZIP code</p> <p><u>Ames, IA 50010</u></p>																																																							
<p>7 List account number(s) here (optional)</p> <p><u>Story County NHSN-030-2(149)--2R-85 Parcel 1</u></p>																																																							
<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 33.33%; text-align: center;">1</td> <td style="width: 33.33%; text-align: center;">2</td> <td style="width: 33.33%; text-align: center;">3</td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 33.33%; text-align: center;">4</td> <td style="width: 33.33%; text-align: center;">5</td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 33.33%; text-align: center;">6</td> <td style="width: 33.33%; text-align: center;">7</td> <td style="width: 33.33%; text-align: center;">8</td> <td style="width: 33.33%; text-align: center;">9</td> </tr> <tr> <td colspan="11" style="text-align: center;">or</td> </tr> <tr> <td colspan="11" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 33.33%; text-align: center;">1</td> <td style="width: 33.33%; text-align: center;">2</td> <td style="width: 33.33%; text-align: center;">3</td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 33.33%; text-align: center;">4</td> <td style="width: 33.33%; text-align: center;">5</td> <td style="width: 3.33%; text-align: center;">-</td> <td style="width: 33.33%; text-align: center;">6</td> <td style="width: 33.33%; text-align: center;">7</td> <td style="width: 33.33%; text-align: center;">8</td> <td style="width: 33.33%; text-align: center;">9</td> </tr> </table>			Social security number									1	2	3	-	4	5	-	6	7	8	9	or											Employer identification number											1	2	3	-	4	5	-	6	7	8	9
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<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <p>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</p> <p>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</p> <p>3. I am a U.S. citizen or other U.S. person (defined below); and</p> <p>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</p> <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>																																																							
<p>Sign Here</p> <p>Signature of U.S. person ► <u>Joe Public</u></p> <p>Date ► <u>1/1/2019</u></p>																																																							
<p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.</p> <p>Purpose of Form</p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.</p> <ul style="list-style-type: none"> Form 1099-DIV (dividends, including those from stocks or mutual funds) Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) Form 1099-S (proceeds from real estate transactions) Form 1099-K (merchant card and third party network transactions) Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) Form 1099-C (canceled debt) Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</p>																																																							

EXAMPLE - SOLE PROPRIETOR
OR SINGLE-MEMBER LLC

Form (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin: 0;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
---	--	---

Print or type.
See Specific Instructions on page 3.

<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Joe Public</p> <p>2 Business name/disregarded entity name, if different from above Joe's Java Joint LLC</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </div> <div> <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> </div>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
<p>5 Address (number, street, and apt. or suite no.) See instructions. 123 Main St</p> <p>6 City, state, and ZIP code Ames, IA 50010</p> <p>7 List account number(s) here (optional) Story County NHSN-030-2(149)--2R-85 Parcel 1</p>	<p>Requester's name and address (optional) Iowa DOT ROW - KJ</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	Employer identification number
<div style="border: 1px solid black; padding: 2px; display: inline-block;">123-45-6789</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">- - - - -</div>

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ *Joe Public*

Date ▶ **1/1/2019**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <div style="border: 1px solid black; padding: 2px;">Public Industries, Inc.</div>		
2 Business name/disregarded entity name, if different from above <div style="border: 1px solid black; height: 20px;"></div>		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </div> <div> <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> </div>	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. <div style="border: 1px solid black; padding: 2px;">123 Main St</div>	
6 City, state, and ZIP code <div style="border: 1px solid black; padding: 2px;">Ames, IA 50010</div>		Requester's name and address (optional) <div style="border: 1px solid black; padding: 2px;">Iowa DOT ROW-KJ</div>
7 List account number(s) here (optional) <div style="border: 1px solid black; padding: 2px;">Story County NHSN-030-2(149)--2R-85 Parcel 1</div>		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <small>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small>		
Social security number <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 40%;"></div> <div style="border-bottom: 1px solid black; width: 10%; text-align: center;">-</div> <div style="border-bottom: 1px solid black; width: 40%;"></div> </div>		or Employer identification number <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 40%; text-align: center;">12-3456789</div> <div style="border-bottom: 1px solid black; width: 10%; text-align: center;">-</div> <div style="border-bottom: 1px solid black; width: 40%;"></div> </div>
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <small>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</small>		
Sign Here	Signature of U.S. person ▶ Date ▶ 1/1/2019	
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following. <ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.		

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Public Instruments, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► C Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 123 Main St	Requester's name and address (optional) Iowa DOT
6 City, state, and ZIP code Ames, IA 50010	Row-KJ
7 List account number(s) here (optional) Story County NHSN-030-2(149)-2R-85 Parcel 1	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
1	2	-	3	4	5	6	7	8
								9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► Joe Puh	Date ► 1/1/2019
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

EXAMPLE - INTER VIVOS TRUST
(GRANTOR IS ALIVE)

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Joe Public	
	2 Business name/disregarded entity name, if different from above Joe Public Trust	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. 123 Main St.	Requester's name and address (optional) Iowa DOT
6 City, state, and ZIP code Ames IA 50010	ROW- KJ	
7 List account number(s) here (optional) Stony County NHSN-030-2(149)--2R-85 Parcel 1		

Part I Taxpayer Identification Number (TIN)	Social security number											
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.	<table border="1" style="width: 100%;"> <tr> <td>1</td><td>2</td><td>3</td><td>-</td><td>4</td><td>5</td><td>-</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> </table>	1	2	3	-	4	5	-	6	7	8	9
1	2	3	-	4	5	-	6	7	8	9		
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	or											
	Employer identification number <table border="1" style="width: 100%;"> <tr> <td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>				-							
			-									

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ Joe Pub Date ▶ 1/1/2019
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General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following. • Form 1099-INT (interest earned or paid)	• Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
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EXAMPLE - TESTAMENTARY
TRUST OR INTER VIVOS TRUST
(GRANTOR IS DECEASED)

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <div style="border: 1px solid black; padding: 2px;">Joe Public Trust</div>		
2 Business name/disregarded entity name, if different from above <div style="border: 1px solid black; height: 20px;"></div>		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </div> <div> <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Trust/estate </div> </div>	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. <div style="border: 1px solid black; padding: 2px;">123 Main St</div>	
6 City, state, and ZIP code <div style="border: 1px solid black; padding: 2px;">Ames, IA 50010</div>		Requester's name and address (optional) <div style="border: 1px solid black; padding: 2px;">Iowa DOT Row - KJ</div>
7 List account number(s) here (optional) <div style="border: 1px solid black; padding: 2px;">Story County NHSN-030-2(149)--2R-85 Parcel 1</div>		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
<div style="display: flex; justify-content: space-between;"> <div> Social security number <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> </div> <div> or Employer identification number <div style="border: 1px solid black; width: 150px; height: 20px; margin: 2px; display: flex; align-items: center;"> <div style="border-right: 1px solid black; width: 20px; text-align: center;">1</div> <div style="border-right: 1px solid black; width: 20px; text-align: center;">2</div> <div style="border-right: 1px solid black; width: 20px; text-align: center;">3</div> <div style="border-right: 1px solid black; width: 20px; text-align: center;">4</div> <div style="border-right: 1px solid black; width: 20px; text-align: center;">5</div> <div style="border-right: 1px solid black; width: 20px; text-align: center;">6</div> <div style="border-right: 1px solid black; width: 20px; text-align: center;">7</div> <div style="border-right: 1px solid black; width: 20px; text-align: center;">8</div> <div style="border-right: 1px solid black; width: 20px; text-align: center;">9</div> </div> </div> </div>		
Part II Certification Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you must provide your correct TIN. See the instructions for Part II, later.		
Sign Here	Signature of U.S. person ▶ Date ▶ 1/1/2019	
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.		
<div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) </div> <div> Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later. </div> </div>		

EXAMPLE - OPEN ESTATE

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Joe Public Estate

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☒ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
123 Main St

6 City, state, and ZIP code
AMES, IA 50010

7 List account number(s) here (optional)
Story County NHSN-030-2(149)--2R.85 Parcel 1

Requester's name and address (optional)
**Iowa DOT
ROW - KT**

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

ASSIGNED WHEN ESTATE IS PROBATED →

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ **J. Public Jr**

Date ▶ **1/1/2019**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

TITLE UPDATE REQUIREMENTS

REPORT OF OWNERSHIP AND LIENS UPDATES:

Reports should be no less current than six (6) months prior to the seller's execution of the acquisition agreement. For minor acquisitions under \$5,000.00, an updated report is not necessary if the previous report indicates that the property is not encumbered, however, online resources should be checked prior to closing to ensure no new encumbrances or title changes have appeared of record.

For "temporary easement only" acquisitions under \$5,000.00, a report is not required. However, online resources should be checked prior to closing to ensure no title changes have appeared of record.

ABSTRACTS:

- ***Total Acquisition***

In the case of a total acquisition, the acquisition agreement shall require delivery of an abstract on all but minor parcels. For this purpose, a minor parcel is any parcel (except an urban lot) where the land to be purchased is of one acre or less or where the appraised fair market value of the land is \$10,000 or less. Abstracts shall also be obtained on any minor parcel containing excess land. Extraordinary circumstances should be discussed with the Supervisor.

The Agent shall have the abstract updated by a local abstractor after execution of the acquisition agreement, and the abstract will be retained by the DOT after closing.

If the seller cannot provide an abstract, the Agent shall request a Root of Title Abstract from the abstractor, which will be retained by the DOT after closing.

- ***Partial Acquisition***

In the case of a partial acquisition, the acquisition agreement shall require delivery and loan of an abstract where the transaction totals \$75,000.00 or more. Abstracts shall also be required for transactions of lesser amounts where the parcel contains excess land.

The Agent shall have the abstract updated by a local abstractor after execution of the acquisition agreement, and the abstract will be returned to the seller after closing.

If the seller cannot provide an abstract, the Agent shall request a Root of Title Abstract from the abstractor. After closing, the seller will be given the option to receive the abstract, after paying 50% of the cost of the abstract to the DOT.

- ***Minor Acquisition***

Abstracts may be required on minor parcels for either total or partial acquisitions when title to the parcel is unusually encumbered. Such requests shall be supported by a judgment that the status of title is such that normal closing procedures do not appear to give reasonable assurance of the receipt of a sufficient ownership interest to support highway construction.

ACCESS CONTROL CLAUSES

NEW ACCESS RIGHTS ACQUIRED - NO ACCESS:

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

All rights of direct access between Primary Road No. ____ and grantor's property abutting thereon in the ____¹/₄ ____¹/₄ Sec. ____, T__N, R__W, ____ County, Iowa, from Sta. __± (Property Line) to Sta. __± (Property Line), on the __ side.

Access shall be via local roads.

NEW ACCESS RIGHTS ACQUIRED - WITH ACCESS ALLOWED(S):

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

All rights of direct access between Primary Road No. ____ and grantor's property abutting thereon in the ____¹/₄ ____¹/₄ Sec. ____, T__N, R__W, ____ County, Iowa, from Sta. __± (Property Line) to Sta. __± (Property Line), on the __ side.

Grantee hereby permits access at Sta. ____ on the __ side of Primary Road No. ____.

REVISION: Previously reserved entrance - now closed/eliminated:

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

It is agreed between the Grantor and the Grantee that the access point located at Sta. ____, now identified as Sta. ____, on the ____ side of Primary Road No. ____, reserved in a certain Warranty Deed /Condemnation Proceeding recorded in the ____ County Recorder's Office on ____, 19__, at Book __, Page __, is hereby eliminated, and conveyed in fee simple title to the State of Iowa.

REVISION: Previously reserved entrance being moved:

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

It is agreed between the Grantor and the Grantee that the access point located at Sta. ____, now identified as Sta. ____, on the ____ side of Primary Road No. ____, reserved in a certain Warranty Deed /Condemnation Proceeding recorded in the ____ County Recorder's Office on ____, 19__, at Book __, Page __, is hereby eliminated, and conveyed in fee simple title to the State of Iowa.

Grantee hereby permits access at Sta. ____ on the __ side of Primary Road No. ____.

REVISION: Previously reserved entrance has a revised station number (not needed, but FIP):

Grantee shall continue to allow access at Sta. ____, now identified as Sta. ____, on the ____ side of Primary Road No. ____, which was reserved in a certain Warranty Deed/Condemnation Proceeding recorded in the ____ County Recorder's Office on ____, 19__, at Book __, Page __.

REVISION: No prior entrance reservations with entrance(s) now allowed:

It is agreed between the Grantor and the Grantee that the right of controlled access between Primary Road No. ____ and Grantor's property abutting thereon in the ____¹/₄ ____¹/₄ of Sec. ____, T__N, R__W of the 5th P.M., ____ County, Iowa, acquired in a certain Warranty Deed/Condemnation Proceedings recorded in the ____ County Recorder's Office on ____, 19__, in Book __, Page __, is hereby amended as follows:

Grantee hereby permits access at Sta. ____ on the __ side of Primary Road No. ____.

NO ACCESS ALLOWED - NEW HIGHWAY - TRAILBLAZING:

No rights of direct access shall be permitted between Primary Road No. ____ and grantor's property abutting thereon in the ____¹/₄ ____¹/₄ Sec. ____, T__N, R__W, ____ County, Iowa.

Access shall be via local roads.

RELEASE REQUIREMENTS

- ***Total Acquisition***

All mortgages, judgments and liens shall be **paid in full** out of the seller's proceeds and a released of public record.

- ***Partial Acquisition over \$25,000.00 (Gross Proceeds)***

All mortgages, judgments and liens are required to be partially released. The release document will specifically describe the property being acquired and release only that property from the lien.

- ***Partial Acquisition under \$25,000.00 (Gross Proceeds)***

A release is not necessary. However, all mortgage holders, judgment holders and lien holders are provided a copy of the approved acquisition agreement and allowed to be named as a co-payee on the warrant.

- ***Temporary Acquisition Only***

When a transaction does not involve permanent acquisition, releases are not required. However, if the gross proceeds of the transaction are over \$5,000.00, all mortgage holders, judgment holders and lien holders are provided a copy of the approved acquisition agreement and allowed to be named as a co-payee on the warrant.

- ***Mortgage Prepayment Penalty***

The acquiring authority is required to pay any penalty costs for prepayment of any pre-existing recorded mortgage entered in good faith encumbering real property, unless the property is acquired by condemnation. These payments are **not** to be deducted or paid out of the seller's proceeds. In those cases where the mortgage obligates the buyer to pay prepayment penalty costs, the Agent will request the lender to provide a copy of the note and an itemized bill for prepayments charge. The prepayment penalty may be paid directly to the lender. This is not very common, but the mortgage document should be reviewed to determine which lenders are able to collect this prepayment penalty.

1099 REPORTING REQUIREMENTS

A Closing Statement, Allocation of Proceeds Statement (if required) and W-9 Form are submitted for 1099 Reporting for the following transactions:

- Permanent acquisition of land by fee title or permanent easement where the ***Gross Proceeds*** is \$600.00 or more

A Closing Statement, Allocation of Proceeds Statement (if required) and W-9 Form are **not** submitted for 1099 Reporting for the following transactions:

- Permanent acquisition of land by fee title or permanent easement where the ***Gross Proceeds*** is less than \$600.00
- Temporary Easement Only acquisitions
- Tenant acquisitions that involve no real estate (buildings/improvements)
- Access Control Only acquisitions
- Damage Claims
- Acquisitions from Cities or Counties

NOTE: ***Gross Proceeds*** as shown on the Closing Statement, which includes abstracting payment.

PROJECTWISE FILE GUIDE TITLE & CLOSING

TITLE & CLOSING

- [Purchase Agreement](#) (recorded)
- [Purchase Agreement-Tenant\(Name1\)](#) (approved) (scan)
- [Purchase Agreement-Tenant\(Name2\)](#) (approved) (scan)
- Recorded Conveyance Documents (including affidavits, releases, etc)
NOTE: The document name should be the file name, i.e. [Warranty Deed](#), [Easement for Public Highway](#), [Easement for Public Highway-County](#), [Purchaser's Affidavit](#), etc.
- [Closing Statement](#) (if applicable) (pdf) (scan before seller signs as a placeholder - re-scan when seller returns)
- [Title Opinion](#) (pdf) (if applicable)
- [Graphic Exhibit](#) (Totals or Access Rights Only-if applicable) (scan)
- [Parcel Checklist](#) (scan after closed)
- **DRAFT DOCUMENTS** (FOLDER)
 - Draft Conveyance Documents
 - Any other Draft Documents
- **CORRESPONDENCE** (FOLDER)
 - [Approved Purchase Agreement Letter](#) (pdf)
 - [Approved Purchase Agreement Letter-Tenant\(Name1\)](#) (pdf)
 - [Approved Purchase Agreement Letter-Tenant\(Name2\)](#) (pdf)
 - [Notice to Lender](#) (pdf) (if applicable)
 - [Notice to Insurance Company](#) (pdf) (if applicable)
 - [Proof of Insurance](#) (pdf) (if applicable)
 - [Notice to Treasurer](#) (pdf) (if applicable)
 - [Document Letter](#) (pdf) (if applicable)
 - [Closing Letter](#) (pdf)
 - [Original Document letter to City/County](#) (pdf) (if applicable)
 - [Title Opinion Request](#) (pdf) (if applicable)
 - Notes/Emails
 - Any other correspondence as necessary

Appendix B-1

Report of Ownership and Liens

Form 632004 (06-14)



I Order No.: _____
N Date: _____
D County: _____
E Project No.: _____
X Parcel or Tract No.: _____

1. This Report Is Prepared For A Tract Of Land Located In _____
As Follows: _____ County, Iowa, More Particularly Described

2. Title To The Above-Described Tract(s) Is In

(REPORT AND ATTACH outstanding Purchase Contracts, Articles of Incorporation, etc.)

3. Title Was Acquired By _____ Recording Information _____ Date _____

4. The Following Additional Title Instruments And Proceedings
Affect Title: (Include all transfers of title occurring within the past five years) Recording Information _____ Date _____

5. Zoning Information ☐ None ☐ _____

6. Restrictive Covenants ☐ None ☐ _____

7. Easements, Leases, and Other Land Use Agreements ☐ None ☐ _____

8. Mineral Reservations ☐ None ☐ _____

9. Title To This Tract(s) Is Also Subject To:

A. Mortgages ☐ None ☐ _____

B. Judgements ☐ None ☐ _____

C. Financing Statements ☐ None ☐ _____

D. Taxes and Assessments ☐ None ☐ _____

E. All Other Liens ☐ None ☐ _____

Attach Copies Of All Instruments Listed In Items 3 Through 9 Inclusive

10. Certification - The Undersigned Hereby Certifies That Title To this Land Is As Reported And Shown In The Records Of
_____ County, Iowa.

This Report Is A Report Of Liens Only. No Examination Is Made And No Opinion Has Been Formed As To The Legal Effect Of Any Instrument Or Proceeding Inspected. It Is Made For The Exclusive Information And Use Of The Iowa Department Of Transportation And The State Of Iowa And No Liability For Errors Or Omission Will Accrue To The Benefit Of Any Other Person, Firm, Or Corporation.

Dated this _____ day of _____, 20____, at _____ o'clock ____M
At _____, County of _____, State of _____

Signed _____
Title _____
Address _____
Telephone Number _____

11. Assessment Data:

BY 40 AC TRACT OR LOT	LAND ASSESSED	SEC.	TWP.	RNG.	Acres of Lots Taxed

12. Additional Information Furnished But Not Certified To:
Please List Any Additional Information You May Have Such As Names And/Or Addresses Of Spouses, Property Managers, Lienholders, Attorneys Involved In Proceedings Affecting Ownership, Any Instruments Of Which You May Have Knowledge But Which Are Not Shown Of Record, Etc.

Form (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin: 0;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> </div> <div style="width: 85%;"> <p>2 Business name/disregarded entity name, if different from above</p> </div> </div>		
Print or type. See Specific Instructions on page 3.	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 48%;"> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> </div> <div style="width: 48%;"> <p><input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> </div> </div> </div> <div style="width: 30%;"> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> </div> </div>	
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>5 Address (number, street, and apt. or suite no.) See instructions.</p> </div> <div style="width: 40%;"> <p>Requester's name and address (optional)</p> </div> </div>	
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>Social security number</p> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 40%;"></div> <div style="border-bottom: 1px solid black; width: 10%; text-align: center;">-</div> <div style="border-bottom: 1px solid black; width: 40%;"></div> </div> <p>or</p> <p>Employer identification number</p> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 60%;"></div> <div style="border-bottom: 1px solid black; width: 10%; text-align: center;">-</div> <div style="border-bottom: 1px solid black; width: 30%;"></div> </div> </div> </div> </div>		
<div style="border: 1px solid black; padding: 5px;"> <p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <p>Sign Here</p> </div> <div style="width: 35%;"> <p>Signature of U.S. person ▶ _____</p> </div> <div style="width: 35%;"> <p>Date ▶ _____</p> </div> </div> </div>		
<div style="border: 1px solid black; padding: 5px;"> <p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.</p> <p>Purpose of Form</p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.</p> <ul style="list-style-type: none"> Form 1099-DIV (dividends, including those from stocks or mutual funds) Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) Form 1099-S (proceeds from real estate transactions) Form 1099-K (merchant card and third party network transactions) Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) Form 1099-C (canceled debt) Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i></p> </div>		

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/identitytheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



THOMAS J. MILLER
ATTORNEY GENERAL

Department of Justice

ADDRESS REPLY TO:
DEPARTMENT OF JUSTICE

C/O GENERAL COUNSEL DIVISION
DEPARTMENT OF TRANSPORTATION
AMES, IOWA 50010
PHONE: (515)239-1521
TELEFAX: (515)239-1609

October 12, 2015



Laurie Brown
Iowa Department of Transportation
Right of Way Division
800 Lincoln Way
Ames, IA 50010

RE: Abstract of title to: A tract of land located in Government Lot 1 of the Northeast Quarter (NE¼) of Section 1, Township 88 North, Range 42 West of the 5th P.M., Woodbury County, Iowa, more completely described as follows:

Beginning at the Northwest Corner of the Northeast Quarter (NE¼) of said Section 1; thence South 90°00'00" East 1203.30 feet along the North line of the Northeast Quarter (NE¼) of said Section 1; thence South 00°16'43" East 156.73 feet to a point on the South right-of-way line of U.S. Highway No. 20; thence South 89°40'52" East 197.41 feet along said right-of-way line to the West right-of-way line of a local county road (known as Cushing Blacktop); thence South 00°16'43" East 733.96 feet along the West line of said local county road right-of-way; thence South 87°22'44" West 1403.17 feet to a point on the West line of the Northeast Quarter (NE¼) of said Section 1; thence North 00°12'00" West 955.96 feet along the West line of the Northeast Quarter (NE¼) of said Section 1 to the point of beginning. Said tract contains 29.01 acres including present established roadway, not obtained by warranty deed, and all easements of record.

NOTE: The North line of the Northeast Quarter (NE¼) is assumed to bear due East and West,

all situated in Woodbury County, Iowa.

Dear Laurie,

I have examined the abstract of title to the above-described real estate, which abstract is last certified by Sedgwick, Brennan, Talley and Company on September 24, 2015, at 5:00 p.m. I find the prevailing record title as shown by the entries in said abstract in my opinion to be in **Mark J. Schneckloth and Mary E. Schneckloth**, husband and wife as joint tenants, Grantees in a Warranty Deed set out in Entry #26 of the abstract, subject to the following:

1. Entry #29 of the abstract sets out a Purchase Agreement for a portion of the property. Mark J. Schneckloth and Mary E. Schneckloth are shown as Sellers and Iowa Department of Transportation, acting for the State of Iowa, is shown as Buyer. This contract works an equitable conversion to the title to the property described in the contract wherein the contract buyer is deemed to own equitable title to the real estate and the sellers are deemed to own the legal title as security on the contract.

As part of the contract, Sellers also agree to convey certain rights of access from the remaining property to Highway 20. The contract also grants the Buyer a temporary easement on a portion of the Sellers' remaining property for the removal of buildings and shaping.

2. The first Entry #27 of the abstract sets out a mortgage from Mark J. Schneckloth and Mary E. Schneckloth to Heritage Bank, N.A., in the amount of \$27,000, with an open-ended feature limiting advancements to \$62,000. The mortgage was dated April 22, 2004, and was recorded on April 26, 2004, in Roll 641 at Image 604 in the office of the Woodbury County Recorder. This mortgage, which contains a Waiver of Homestead Rights against creditors, is a lien on the real estate. A release should be obtained as to the property to be acquired by the State.

3. Entries #7 through #9 of the abstract reference a prior conveyance to the State of Iowa for roadway purposes. However, see paragraph 4 below.

4. Entry #15 of the abstract sets out a copy of the plat of survey of the property. A surveyor's note says the survey used in the DOT's 1958 acquisition incorrectly assumed the East line was on the quarter-quarter line when actually the East line is 162 feet East of the quarter-quarter line. You should review this with the DOT land surveyor and satisfy yourself as to whether this is correct and, if so, whether any corrective action should be taken.

5. Entries #16 through #21 of the abstract reference public documents relating to soil conservation and county ordinances which affect the use of the property. Specific questions would have to be directed to the agencies referenced in the abstract.

6. Entry #30 of the abstract indicates that as of the date of certification of the abstract the second half of the 2014/2015 real estate tax assessment was unpaid.

Laurie Brown
October 12, 2015
Page 3

7. Certain things cannot be determined by an examination of the abstract. You should satisfy yourself as to the rights of parties now occupying any part of this property. Their possession is legal notice of any rights they may have. You should take notice of what a careful inspection of the premises reveals to you, such as: common driveways, natural drainage easements, and proper location of boundary lines. If any improvements have been made to the property in the last 90 days, you should make certain all workers and suppliers have been paid in full. They may have up to 90 days in which to post a mechanic's lien. Such a lien, if timely posted, would be prior to your rights as purchaser. For residential properties, you should satisfy yourself as to whether there have been any pre-lien filings with the Secretary of State's mechanic's notice and lien internet website, as the abstracter does not report any pre-lien filings. You should also satisfy yourself as to the presence or absence of wells, solid or hazardous wastes, underground storage tanks or other potential environmental hazards which may be located on the property. Federal and State laws place liability upon owners of real estate for environmental conditions even though the owners may have had nothing to do with their creation, and even though the owners may have acquired the property without knowledge of the presence of such conditions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Noel C. Hindt", written in a cursive style.

NOEL C. HINDT
Assistant Attorney General
Iowa Department of Transportation
General Counsel Division
800 Lincoln Way
Ames, IA 50010

NCH:dl



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** (**xxxx** County Engineer's Office, **xxxx**) **or** (City Clerk's Office, **xxxx**)

WARRANTY DEED

For the consideration of _____ AND NO/100----(\$_____)----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT NAMES)**, **(INSERT single OR husband and wife, ETC)**, **do(es)** hereby convey to the **STATE OF IOWA/ COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, the following described real estate and right of access in real estate **(LEAVE THIS IN ONLY IF ACQUIRING ACCESS CONTROL OR CHANGING ACCESS)** in **(INSERT)** County, Iowa:

THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)
 AND

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees. **(USE ONLY IF THERE IS A CHANGE IN ACCESS CONTROL)**

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$ _____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21). **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

County Project No. _____
(INSERT NAME) (Parcel No. _____)

Page 1 of ____

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

Grantors do hereby covenant with grantees, and successors in interest, that grantors hold the real estate by title in fee simple; that they have good and lawful authority to sell and convey the real estate; and grantors covenant to warrant and defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate.

Words and phrases herein, including acknowledgment hereof shall be construed as in the singular or plural number, and as feminine or masculine gender, according to the context.

Dated _____, 20____.

(Sign in Ink)
(INSERT NAME)

(Sign in Ink)
(INSERT NAME)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20____, by (INSERT NAMES OF SELLERS).

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

(INSERT NAME) County Project No. _____
(Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** (County Engineer's Office, **xxxx**) **or** (City Clerk's Office, **xxxx**)

WARRANTY DEED

For the consideration of _____ AND
 NO/100-----(\$_____)-----DOLLARS and other valuable consideration in
 hand paid by Iowa Department of Transportation, **(INSERT COMPANY NAME)**, a limited
 liability company organized and existing under the laws of the State of **(INSERT STATE)**,
 does hereby convey to **the STATE OF IOWA/ _____ COUNTY, IOWA/CITY OF _____**,
IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES
FOR EACH GRANTEE), the following described real estate and right of access in real
 estate(LEAVE THIS IN ONLY IF ACQUIRING ACCESS CONTROL OR CHANGING
 ACCESS) in **(INSERT)** County, Iowa:

THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS
 FOLLOWS:

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)
 AND

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED
 AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and
 their heirs, successors, and assignees. **(USE ONLY IF THERE IS A CHANGE IN ACCESS**
CONTROL).

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or
 xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS**
OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT} is/are given in fulfillment of a
 certain Purchase Agreement dated _____, 20____, and recorded in the
(INSERT) County Recorder's Office on _____, 20____, at Book _____,
 Page _____, as Document No. _____, except for those terms that survive
 the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement,
 is paid as severance damages to the remaining property and is not subject to real estate
 transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code
 Sec. 428A.2(21). **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

County Project No. _____
(INSERT NAME) (Parcel No. _____)

Page 1 of ____

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

Grantor does hereby covenant with grantees, and successors in interest, that grantor holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey the real estate; and it covenants to warrant and defend the real estate against the lawful claims of all persons, except as may be above stated.

Grantor hereby states that the person(s) executing this instrument **is/are** duly authorized by the grantor and **has/have** the legal capacity to execute this instrument.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20__

(COMPANY NAME IN CAPS)

By: _____ (Sign in Ink)
(INSERT NAME), (Manager or Title)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by **(INSERT NAME)** as **(Manager or Title)** of **(INSERT COMPANY NAME)**.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

(INSERT NAME) County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** (**xxxx** County Engineer's Office, **xxxx**) **or** (City Clerk's Office, **xxxx**)

WARRANTY DEED (CORPORATE GRANTOR)

For the consideration of _____ AND NO/100----(\$_____)----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT NAME)**, a corporation organized and existing under the laws of the State of **(INSERT STATE)**, does hereby convey to **the STATE OF IOWA/ _____ COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, the following described real estate and right of access in real estate(LEAVE THIS IN ONLY IF ACQUIRING ACCESS CONTROL OR CHANGING ACCESS) in **(INSERT)** County, Iowa:

THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)
AND

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees. (USE ONLY IF THERE IS A CHANGE IN ACCESS CONTROL).

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21). (TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

The corporation hereby covenants with grantees, and successors in interest, that it holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey the real estate; and it covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20__

(CORPORATION NAME IN CAPS)

By: _____ (Sign in Ink)
(INSERT NAME), President

(AFFIX CORPORATE SEAL ABOVE) By: _____ (Sign in Ink)
(INSERT NAME), Secretary

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) and (INSERT NAME), as President and Secretary, respectively of
(INSERT CORPORATION NAME).

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

(INSERT NAME) County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** (**xxxx** County Engineer's Office, **xxxx**) **or** (City Clerk's Office, **xxxx**)

QUITCLAIM DEED

For the consideration of _____ AND NO/100----(\$_____)----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT NAMES)**, **(INSERT single OR husband and wife, ETC)**, **do(es)** hereby convey to the **STATE OF IOWA/ COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, all our right, title, estate, claim and demand in the following described real estate in **(INSERT)** County, Iowa:

THE RIGHTS, TITLE, CLAIM, INTEREST, IF ANY, GRANTED IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)

AND

THE RIGHTS, TITLE, CLAIM, INTEREST, IF ANY, GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees. **(USE ONLY IF THERE IS A CHANGE IN ACCESS CONTROL)**

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21). **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

This land is being acquired for public purposes through eminent domain and a Declaration
 _____ County Project No. _____
(INSERT NAME) (Parcel No. _____) Page 1 of ____

of Value is not required. Iowa Code Section 428A.1.

Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the easement.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20____.

(Sign in Ink)
(INSERT NAME)

(Sign in Ink)
(INSERT NAME)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20____, by
(INSERT NAMES OF SELLERS).

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

(INSERT NAME) County Project No. _____
(Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** **xxxx** County Engineer's Office, **xxxx** **or** (City Clerk's Office, **xxxx**)

QUITCLAIM DEED

For the consideration of _____ AND
 NO/100----(\$ _____)-----DOLLARS and other valuable consideration in
 hand paid by Iowa Department of Transportation, **(INSERT COMPANY NAME)**, a limited
 liability company organized and existing under the laws of the State of **(INSERT STATE)**,
 does hereby convey to **the STATE OF IOWA/ _____ COUNTY, IOWA/CITY OF _____**,
IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES
FOR EACH GRANTEE), all right, title, estate, claim and demand in the following described
 real estate in **(INSERT)** County, Iowa:

**THE RIGHTS, TITLE, CLAIM, INTEREST, IF ANY, GRANTED IS TO LAND
 DESCRIBED AS FOLLOWS:**

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)
 AND

**THE RIGHTS, TITLE, CLAIM, INTEREST, IF ANY, GRANTED IS TO
 ACCESS RIGHTS DESCRIBED AS FOLLOWS:**

(INSERT PROPER ACCESS CONTROL CLAUSE)

**This conveyance and revision of access shall be binding on the grantee, the grantors, and
 their heirs, successors, and assignees. (USE ONLY IF THERE IS A CHANGE IN ACCESS
 CONTROL).**

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or
 xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS
 OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT)** is/are given in fulfillment of a
 certain Purchase Agreement dated _____, 20____, and recorded in the
(INSERT) County Recorder's Office on _____, 20____, at Book _____,
 Page _____, as Document No. _____, except for those terms that survive
 the execution of this document.

The additional amount of \$ _____, as agreed to by the aforesaid Agreement,
 is paid as severance damages to the remaining property and is not subject to real estate
 transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code
 Sec. 428A.2(21). **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

(INSERT NAME) County Project No. _____
 (Parcel No. ____)

Page 1 of ____

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

Grantor hereby states that the person(s) executing this instrument **is/are** duly authorized by the grantor and **has/have** the legal capacity to execute this instrument.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20__

(COMPANY NAME IN CAPS)

By: _____ (Sign in Ink)
(INSERT NAME), (Manager or Title)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by **(INSERT NAME)** as **(Manager or Title)** of **(INSERT COMPANY NAME)**.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** **()** County Engineer's Office, **()** **or** (City Clerk's Office, **()**)

QUITCLAIM DEED (CORPORATE GRANTOR)

For the consideration of _____ AND NO/100-----(\$_____)-----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT NAME)**, a corporation organized and existing under the laws of the State of **(INSERT STATE)**, does hereby convey to **the STATE OF IOWA/ COUNTY, IOWA/CITY OF IOWA** **(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, all right, title, estate, claim and demand in the following described real estate in **(INSERT)** County, Iowa:

THE RIGHTS, TITLE, CLAIM, INTEREST, IF ANY, GRANTED IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)
AND

THE RIGHTS, TITLE, CLAIM, INTEREST, IF ANY, GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees. (USE ONLY IF THERE IS A CHANGE IN ACCESS CONTROL).

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Sec. 428A.2(21). (TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20__

(CORPORATION NAME IN CAPS)

By: _____ (Sign in Ink)
(INSERT NAME), President

(AFFIX CORPORATE SEAL ABOVE) By: _____ (Sign in Ink)
(INSERT NAME), Secretary

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) and (INSERT NAME), as President and Secretary, respectively of
(INSERT CORPORATION NAME).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way,
 Ames, IA 50010) **or** (County Engineer's Office,) **or** (City Clerk's Office,)

COURT OFFICER DEED

In the Matter of the Estate of
(INSERT NAME)
 now pending in the Iowa District Court
 in and for **(INSERT)** County.

Probate No. **(INSERT NO.)**

Pursuant to the authority and power vested in the undersigned, and in consideration of the sum of _____ AND NO/100----- (\$ _____)-----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, the undersigned, in the representative capacity designated below, **do(es)** hereby convey to the **STATE OF IOWA/ COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, the following described real estate and right of access in real estate(LEAVE THIS IN ONLY IF ACQUIRING ACCESS CONTROL OR CHANGING ACCESS) in **(INSERT)** County, Iowa:

THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)

AND

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees. **(USE ONLY IF THERE IS A CHANGE IN ACCESS CONTROL).**

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

The additional amount of \$ _____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21). **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20__.

(Sign in Ink)
(INSERT NAME)
As **(Executor)(Co-Executor)** in the above entitled estate or cause.

(Sign in Ink)
(INSERT NAME)
As **(Executor)(Co-Executor)** in the above entitled estate or cause.

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by **(INSERT NAMES OF EXECUTOR(s))**, Executor(s) of the Estate of **(INSERT DECEDENT)**.

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** **xxxx** County Engineer's Office, **xxxx** **or** (City Clerk's Office, **xxxx**)

COURT OFFICER DEED

In the Matter of the Estate of
(INSERT NAME)
 now pending in the Iowa District Court
 in and for **(INSERT)** County.

Probate No. **(INSERT NO.)**

Pursuant to the authority and power vested in the undersigned, and in consideration of the sum of _____ AND NO/100----- (\$_____)-----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, the undersigned, in the representative capacity designated below, **do(es)** hereby convey to **the STATE OF IOWA/ _____ COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, the following described real estate and right of access in real estate(**LEAVE THIS IN ONLY IF ACQUIRING ACCESS CONTROL OR CHANGING ACCESS**) in **(INSERT)** County, Iowa:

THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)

AND

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees. **(USE ONLY IF THERE IS A CHANGE IN ACCESS CONTROL.)**

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. (TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21). (TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20__

(CORPORATION NAME IN CAPS), as Executor
in the above entitled estate or cause.

By: _____ (Sign in Ink)
(INSERT NAME), President

(AFFIX CORPORATE SEAL ABOVE) By: _____ (Sign in Ink)
(INSERT NAME), Secretary

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) and (INSERT NAME), as President and Secretary, respectively of
(INSERT CORPORATION NAME), Executor of the Estate of (INSERT DECEDENT).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
Address Tax Statements: **(no conveyance of land)**

ACCESS RIGHTS DEED

(NO TRANSFER OF LAND OR AUDITOR'S FEE PER IOWA CODE SEC. 331.507)

For the consideration of ZERO AND NO/100-----(\$0.00)-----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT NAMES)**, **(INSERT single OR husband and wife, ETC)**, do(es) hereby convey to the STATE OF IOWA **his/her/their** right of access to real estate in **(INSERT)** County, Iowa:

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees.

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21).

Access rights are being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Sec. 428A.1.

Grantors do hereby covenant with grantees, and successors in interest, that grantors hold the real estate by title in fee simple; that they have good and lawful authority to sell and convey access rights to the real estate; and grantors covenant to warrant and defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the access rights.

Words and phrases herein, including acknowledgment hereof shall be construed as in the singular or plural number, and as feminine or masculine gender, according to the context.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Dated _____, 20__.

(Sign in Ink)
(INSERT NAME)

(Sign in Ink)
(INSERT NAME)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by (INSERT NAMES OF SELLERS).

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
Address Tax Statements: **(no conveyance of land)**

ACCESS RIGHTS DEED

(NO TRANSFER OF LAND OR AUDITOR'S FEE PER IOWA CODE SEC. 331.507)

For the consideration of ZERO AND NO/100-----(\$0.00)-----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT COMPANY NAME)**, a limited liability company organized and existing under the laws of the State of **(INSERT STATE)**, does hereby convey to the **STATE OF IOWA** their right of access to real estate in **(INSERT)** County, Iowa:

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

All rights of direct access between Primary Road No. **(INSERT)** and grantors' remaining property abutting thereon in the **(INSERT) ¼ (INSERT) ¼** of Section **(INSERT)**, Township **(INSERT)** North, Range **(INSERT)** West, **(INSERT)** County, Iowa, from Sta. **(INSERT STATIONINGS AS SHOWN ON PLAT)±** (Property Line) to Sta. **(INSERT STATIONINGS AS SHOWN ON PLAT)±** (Property Line), on the **(INSERT EITHER north, south, east OR west)** side.

Grantee hereby permits access at Sta. **(INSERT STATIONING AS SHOWN ON SUMMARY SHEET)** and at Sta. **(INSERT STATIONING AS SHOWN ON SUMMARY SHEET)**, **(THIS SHOULD BE both OR LEAVE THIS OUT COMPLETELY)** on the **(INSERT north, south, east OR west)** side of Primary Road No. **(INSERT)**.

and

All rights of direct access between Local Road known as **(INSERT)** and grantors' remaining property abutting thereon in the **(INSERT) ¼ (INSERT) ¼** of Section **(INSERT)**, Township **(INSERT)** North, Range **(INSERT)** West, **(INSERT)** County, Iowa, from Sta. **(INSERT STATIONING AS SHOWN ON PLAT)** to Sta. **(AS SHOWN ON PLAT) OR** (to a point ___ feet ___ from said centerline), on the **(NORTH, SOUTH, EAST OR WEST)** side.

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees.

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____,

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$ _____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21).

Grantor does hereby covenant with grantees, and successors in interest, that grantor holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey access rights to the real estate; and it covenants to warrant and defend the real estate against the lawful claims of all persons, except as may be above stated.

Grantor hereby states that the person(s) executing this instrument **is/are** duly authorized by the grantor and **has/have** the legal capacity to execute this instrument.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20__

(COMPANY NAME IN CAPS)

By: _____ (Sign in Ink)
(INSERT NAME), (Manager or Title)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by **(INSERT NAME)** as **(Manager or Title)** of **(INSERT COMPANY NAME)**.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Access Rights Deed - Corporate



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**
Address Tax Statements: **(no conveyance of land)**

**ACCESS RIGHTS DEED
(CORPORATE GRANTOR)
(NO TRANSFER OF LAND OR AUDITOR'S FEE PER IOWA CODE SEC. 331.507)**

For the consideration of ZERO AND NO/100-----(\$0.00)-----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT NAME)**, a corporation organized and existing under the laws of the State of **(INSERT STATE)**, does hereby convey to the **STATE OF IOWA** its right of access to real estate in **(INSERT)** County, Iowa:

**THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED
AS FOLLOWS:**

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees.

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21).

The corporation hereby covenants with grantees, and successors in interest, that it holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey access rights to the real estate; and it covenants to warrant and defend the real estate against the lawful claims of all persons, except as may be above stated.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Dated _____, 20__

(CORPORATION NAME IN CAPS)

By: _____ (Sign in Ink)
(INSERT NAME), President

(AFFIX CORPORATE SEAL ABOVE) By: _____ (Sign in Ink)
(INSERT NAME), Secretary

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) and (INSERT NAME), as President and Secretary, respectively of
(INSERT CORPORATION NAME).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Trustee Warranty Deed (Inter Vivos) - Individual



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** **xxxx** County Engineer's Office, **xxxx** **or** (City Clerk's Office, **xxxx**)

TRUSTEE WARRANTY DEED
 (Inter Vivos Trust)

For the consideration of _____ AND
 NO/100-----(\$_____)-----DOLLARS and other valuable consideration in
 hand paid by Iowa Department of Transportation, **(INSERT NAME), Trustee(s) of the**
(INSERT TRUST NAME), do(es) hereby convey to the **STATE OF IOWA/**
COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST
BE SEPARATE CONVEYANCES FOR EACH GRANTEE), the following described real
 estate and right of access in real estate(LEAVE THIS IN ONLY IF ACQUIRING ACCESS
CONTROL OR CHANGING ACCESS) in **(INSERT)** County, Iowa:

THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS
FOLLOWS:

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)
 AND

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED
AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and
 their heirs, successors, and assignees. **(USE ONLY IF THERE IS A CHANGE IN ACCESS**
CONTROL).

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or
 xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS**
OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT) is/are given in fulfillment of a
 certain Purchase Agreement dated _____, 20____, and recorded in the
(INSERT) County Recorder's Office on _____, 20____, at Book _____,
 Page _____, as Document No. _____, except for those terms that survive
 the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement,
 is paid as severance damages to the remaining property and is not subject to real estate
 transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code
 Sec. 428A.2(21). **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

The grantor hereby covenants with grantee, and successors in interest, that grantor holds the real estate by title in fee simple; that grantor has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and grantor covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated.

The grantor further warrants to the grantee all of the following: That the trust pursuant to which the transfer is made is duly executed and in existence; that to the knowledge of the grantor the person creating the trust was under no disability or infirmity at the time the trust was created; that the transfer by the trustee to the grantee is effective and rightful; and that the trustee knows of no facts or legal claims which might impair the validity of the trust or the validity of the transfer.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

****PICK ONE OF THE FOLLOWING TO FINISH OUT THE DOCUMENT****

The Trustee, who is also the Settlor or creator of the trust, at this time is unmarried.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME), Trustee

(INSERT NAME), individually (Sign in Ink)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) as Trustee of the above entitled trust and individually as Settlor.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 3 of ____

****OR The Trustee, who is also the Settlor or creator of the trust, at this time is married to (INSERT NAME), who executed this instrument only for the purpose of relinquishing all rights of homestead, dower, and distributive share and/or in compliance with Section 561.13, Code of Iowa. The Settlor is also signing in his/her individual capacity to release homestead, dower and distributive share.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME), Trustee

(INSERT NAME), individually (Sign in Ink)

(INSERT NAME)
spouse of Trustee/Settlor/grantor (Sign in Ink)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by (INSERT NAME OR NAMES) as Trustee(s) of the above entitled trust and individually as Settlor(s), and by (INSERT NAME OR NAMES), spouse(s) of Trustee/Settlor/grantor.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 4 of ____

***OR The Trustees, who are also the Settlers or creators of the trust, at this time are married to each other. The Settlers are also signing in his/her individual capacity to release homestead, dower and distributive share.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME-HUSBAND), Trustee

(INSERT NAME-WIFE), individually
and as spouse of Trustee/Settlor/grantor

By _____ (Sign in Ink)
(INSERT NAME-WIFE), Trustee

(INSERT NAME-HUSBAND), individually
and as spouse of Trustee/Settlor/grantor

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME OR NAMES) as Trustee(s) of the above entitled trust and individually as
Settlor(s) and as spouse(s) of Trustee/Settlor/grantor.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 5 of ____

***OR The Trustee is not the Settlor or creator of the trust.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME), Trustee

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) as Trustee of the above entitled trust.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 6 of ____

Trustee Warranty Deed (Inter Vivos) - Corporate



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** **()** County Engineer's Office, **()** **or** (City Clerk's Office, **()**)

TRUSTEE WARRANTY DEED
(Inter Vivos Trust)

For the consideration of _____ AND NO/100----(\$_____)-----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT NAME)**, a corporation organized and existing under the laws of the State of **(INSERT STATE)**, as **Trustee of the (INSERT TRUST NAME)**, does hereby convey to the **STATE OF IOWA/ _____ COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, the following described real estate and right of access in real estate(LEAVE THIS IN ONLY IF ACQUIRING ACCESS CONTROL OR CHANGING ACCESS) in **(INSERT)** County, Iowa:

THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)
AND

THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED AS FOLLOWS:

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and their heirs, successors, and assignees. **(USE ONLY IF THERE IS A CHANGE IN ACCESS CONTROL).**

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT)** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21). **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

The grantor hereby covenants with grantee, and successors in interest, that grantor holds the real estate by title in fee simple; that grantor has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and grantor covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated.

The grantor further warrants to the grantee all of the following: That the trust pursuant to which the transfer is made is duly executed and in existence; that to the knowledge of the grantor the person creating the trust was under no disability or infirmity at the time the trust was created; that the transfer by the trustee to the grantee is effective and rightful; and that the trustee knows of no facts or legal claims which might impair the validity of the trust or the validity of the transfer.

The Trustee is not the Settlor or creator of the trust.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__

(INSERT NAME OF TRUST),
BY **(CORPORATION NAME IN CAPS),** AS
TRUSTEE

By: _____ (Sign in Ink)
(INSERT NAME), President

(AFFIX CORPORATE SEAL ABOVE) By: _____ (Sign in Ink)
(INSERT NAME), Secretary

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by **(INSERT NAME)** and **(INSERT NAME)**, as President and Secretary, respectively of **(INSERT CORPORATION NAME)**, as Trustee of the above entitled trust.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Trustee Warranty Deed (Testamentary) - Individual



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**
Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** **()** County Engineer's Office, **()** **or** (City Clerk's Office, **()**)

TRUSTEE WARRANTY DEED

For the consideration of _____ AND
NO/100-----(\$ _____)-----DOLLARS and other valuable consideration in
hand paid by Iowa Department of Transportation, **(INSERT NAME), Trustee(s) of the**
(INSERT TRUST NAME), do(es) hereby convey to the **STATE OF IOWA/**
COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST
BE SEPARATE CONVEYANCES FOR EACH GRANTEE), the following described real
estate and right of access in real estate**(LEAVE THIS IN ONLY IF ACQUIRING ACCESS**
CONTROL OR CHANGING ACCESS) in **(INSERT)** County, Iowa:

**THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS
FOLLOWS:**

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)
AND

**THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED
AS FOLLOWS:**

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and
their heirs, successors, and assignees. **(USE ONLY IF THERE IS A CHANGE IN ACCESS**
CONTROL).

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or
xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS**
OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT), is/are given in fulfillment of a
certain Purchase Agreement dated _____, 20____, and recorded in the
(INSERT) County Recorder's Office on _____, 20____, at Book _____,
Page _____, as Document No. _____, except for those terms that survive
the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement,
is paid as severance damages to the remaining property and is not subject to real estate
transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code
Sec. 428A.2(21). **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

_____ County Project No. _____
(INSERT NAME) (Parcel No. _____)

Page 1 of ____

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

The grantor hereby covenants with grantee, and successors in interest, that grantor holds the real estate by title in fee simple; that grantor has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and grantor covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated.

The grantor further warrants to the grantee all of the following: That the trust pursuant to which the transfer is made is a testamentary trust duly in existence pursuant to the Last Will and Testament of the decedent; that the transfer by the trustee to the grantee is effective and rightful; and that the trustee knows of no facts or legal claims which might impair the validity of the trust or the validity of the transfer.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME), Trustee

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME OR NAMES) as Trustee(s) of the above entitled trust.

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein. THIS PARAGRAPH STAYS IN

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Trustee Warranty Deed (Testamentary) - Corporate



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way,
 Ames, IA 50010) **or** (County Engineer's Office, **xxxx**) **or** (City Clerk's Office, **xxxx**)

TRUSTEE WARRANTY DEED

For the consideration of _____ AND
 NO/100-----(\$_____)-----DOLLARS and other valuable consideration in
 hand paid by Iowa Department of Transportation, **(INSERT NAME)**, a corporation
 organized and existing under the laws of the State of **(INSERT STATE)**, as **Trustee of the**
(INSERT TRUST NAME), does hereby convey to the **STATE OF IOWA/_____ COUNTY,**
IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE
SEPARATE CONVEYANCES FOR EACH GRANTEE), the following described real estate
 and right of access in real estate(LEAVE THIS IN ONLY IF ACQUIRING ACCESS
 CONTROL OR CHANGING ACCESS) in **(INSERT)** County, Iowa:

**THE FEE SIMPLE TITLE GRANTED IS TO LAND DESCRIBED AS
 FOLLOWS:**

(INSERT LEGAL DESCRIPTION)

(REMOVE THE FOLLOWING IF NOT ACQUIRING ACCESS CONTROL)
 AND

**THE FEE SIMPLE TITLE GRANTED IS TO ACCESS RIGHTS DESCRIBED
 AS FOLLOWS:**

(INSERT PROPER ACCESS CONTROL CLAUSE)

This conveyance and revision of access shall be binding on the grantee, the grantors, and
 their heirs, successors, and assignees. **(USE ONLY IF THERE IS A CHANGE IN ACCESS
 CONTROL).**

This deed {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or
 xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS
 OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT}** is/are given in fulfillment of a
 certain Purchase Agreement dated _____, 20____, and recorded in the
(INSERT) County Recorder's Office on _____, 20____, at Book _____,
 Page _____, as Document No. _____, except for those terms that survive
 the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement,
 is paid as severance damages to the remaining property and is not subject to real estate
 transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

County Project No. _____
(INSERT NAME) (Parcel No. _____)

Page 1 of ____

Deeds with a consideration of \$500.00 or less are exempt from transfer tax. Iowa Code Sec. 428A.2(21). **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

This land is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

The grantor hereby covenants with grantee, and successors in interest, that grantor holds the real estate by title in fee simple; that grantor has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and grantor covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated.

The grantor further warrants to the grantee all of the following: That the trust pursuant to which the transfer is made is a testamentary trust duly in existence pursuant to the Last Will and Testament of the decedent; that the transfer by the trustee to the grantee is effective and rightful; and that the trustee knows of no facts or legal claims which might impair the validity of the trust or the validity of the transfer.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST),
BY **(CORPORATION NAME IN CAPS)**, AS
TRUSTEE

By: _____ (Sign in Ink)
(INSERT NAME), President

(AFFIX CORPORATE SEAL ABOVE) By: _____ (Sign in Ink)
(INSERT NAME), Secretary

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by **(INSERT NAME)** and **(INSERT NAME)**, as President and Secretary, respectively of **(INSERT CORPORATION NAME)**, as Trustee of the above entitled trust.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein. **(THIS PARAGRAPH STAYS IN)**

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Individual Trustee's Affidavit (Inter Vivos)



Prepared by & Return To: xxxx, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx

INDIVIDUAL TRUSTEE'S AFFIDAVIT

RE: (INSERT THE COMPLETE LEGAL DESCRIPTION OF LAND THEY OWN AS SHOWN ON THEIR DEED)

STATE OF _____, COUNTY OF _____, ss:

I/We, (INSERT NAME(S)), being first duly sworn and under oath, state of my/our personal knowledge that:

1. I am/We are the trustee(s) under the (INSERT NAME OF TRUST), to which the above described real estate was conveyed to the trustee(s) by (NAME OF PERSON(S) WHO CONVEYED TITLE TO THE TRUSTEES), pursuant to an instrument recorded in the (INSERT) County Recorder's Office on (INSERT DATE), (as/in INSERT RECORDING INFO).

2. I am/We are the presently existing trustee(s) under the Trust and I am/we are authorized to (sell and convey real estate) AND/OR (grant an easement) to (the STATE OF IOWA) AND/OR (_____ COUNTY, IOWA) AND/OR (the CITY OF _____, IOWA), without any limitation or qualification whatsoever:

INSERT LEGAL DESCRIPTION(S) WITH PREAMBLE(S)

3. The Trust is in existence and I/we as trustee(s) am/are authorized to transfer the interests in the real estate as described in paragraph 2, free and clear of any adverse claims.

4. The grantor of the trust is alive.

5. The trust is revocable or, if the trust is irrevocable, none of the beneficiaries of the trust are deceased.

(INSERT SELLER), Affiant (Sign in Ink)

(INSERT SELLER), Affiant (Sign in Ink)

County Project No. _____
(INSERT NAME) (Parcel No. _____)

Page 1 of ____

Subscribed and sworn to before me by (INSERT NAME(S)) on this _____ day of _____, 20____.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Corporate Trustee's Affidavit (Inter Vivos)



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**

CORPORATE TRUSTEE'S AFFIDAVIT

RE: **(INSERT THE COMPLETE LEGAL DESCRIPTION OF LAND THEY OWN AS SHOWN ON THEIR DEED)**

STATE OF _____, COUNTY OF _____, ss:

I, **(INSERT NAME)**, being first duly sworn and under oath, state of my personal knowledge that:

1. **(INSERT CORPORATE TRUSTEE NAME)** is the trustee under the **(INSERT NAME OF TRUST)**, to which the above described real estate was conveyed to the trustee(s) by **(NAME OF PERSON(S) WHO CONVEYED TITLE TO THE TRUSTEES)**, pursuant to an instrument recorded in the **(INSERT)** County Recorder's Office on **(INSERT DATE)**, **(as/in INSERT RECORDING INFO)**.

2. **(INSERT CORPORATE TRUSTEE NAME)** is the presently existing trustee under the Trust and is authorized to **(sell and convey real estate)** **AND/OR** **(grant an easement)** to **(the STATE OF IOWA)** **AND/OR** **(____ COUNTY, IOWA)** **AND/OR** **(the CITY OF __, IOWA)**, without any limitation or qualification whatsoever, and I am **(TITLE)** of the corporate trustee:

INSERT LEGAL DESCRIPTION(S) WITH PREAMBLE(S)

3. The Trust is in existence and **(INSERT CORPORATE TRUSTEE NAME)** as trustee is authorized to transfer the interests in the real estate as described in paragraph 2, free and clear of any adverse claims.

4. The grantor of the trust is alive.

5. The trust is revocable or, if the trust is irrevocable, none of the beneficiaries of the trust are deceased.

(INSERT SELLER), Affiant (Sign in Ink)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Subscribed and sworn to before me by (INSERT NAME(S)) on this _____ day of _____, 20____.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

(INSERT NAME) County Project No. _____
(Parcel No. ____)

Page 2 of ____

Individual Trustee's Affidavit (Testamentary)



Prepared by & Return To: xxxx, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx

INDIVIDUAL TRUSTEE'S AFFIDAVIT

RE: (INSERT THE COMPLETE LEGAL DESCRIPTION OF LAND THEY OWN AS SHOWN ON THEIR DEED)

STATE OF _____, COUNTY OF _____, ss:

I/We, (INSERT NAME(S)), being first duly sworn and under oath, state of my/our personal knowledge that:

1. I am/We are the trustee(s) under the (INSERT NAME OF TRUST) created by the Last Will and Testament of (INSERT NAME), who died on (INSERT DATE), said Will being of record in the Probate proceedings filed in the Office of the Clerk of Court for (INSERT) County, Iowa, identified as Probate File No. (INSERT), to which title to the above described real estate was transferred to the trust (by operation of law on the date of death pursuant to said Will.) AND/OR (by the Executor pursuant to a Court Officer Deed recorded in the (INSERT) County Recorder's Office on (INSERT DATE), (as/in INSERT RECORDING INFO).

2. I am/We are the presently existing trustee(s) for said testamentary trust under the Last Will and Testament of (INSERT NAME), Deceased and I am/we are authorized to (sell and convey real estate) AND/OR (grant an easement) to (the STATE OF IOWA) AND/OR (____ COUNTY, IOWA) AND/OR (the CITY OF __, IOWA), without any limitation or qualification whatsoever:

INSERT LEGAL DESCRIPTION(S) WITH PREAMBLE(S)

3. The Trust is in existence and I/we as trustee(s) am/are authorized to transfer the interests in the real estate as described in paragraph 2, free and clear of any adverse claims.

(INSERT SELLER), Affiant (Sign in Ink)

(INSERT SELLER), Affiant (Sign in Ink)

(INSERT NAME) County Project No. _____
(Parcel No. ____)

Page 1 of ____

Subscribed and sworn to before me by (INSERT NAME(S)) on this _____ day of _____, 20____.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

(INSERT NAME) County Project No. _____
(Parcel No. ____)

Page 2 of ____

Corporate Trustee's Affidavit (Testamentary)



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx

CORPORATE TRUSTEE'S AFFIDAVIT

RE: **(INSERT THE COMPLETE LEGAL DESCRIPTION OF LAND THEY OWN AS SHOWN ON THEIR DEED)**

STATE OF _____, COUNTY OF _____, ss:

I, **(INSERT NAME)**, being first duly sworn and under oath, state of my personal knowledge that:

1. **(INSERT CORPORATE TRUSTEE NAME)** is the trustee under the **(INSERT NAME OF TRUST)** created by the Last Will and Testament of **(INSERT NAME)**, who died on **(INSERT DATE)**, said Will being of record in the Probate proceedings filed in the Office of the Clerk of Court for **(INSERT)** County, Iowa, identified as Probate File No. **(INSERT)**, to which title to the above described real estate was transferred to the trust **(by operation of law on the date of death pursuant to said Will.) AND/OR (by the Executor pursuant to a Court Officer Deed recorded in the (INSERT) County Recorder's Office on (INSERT DATE), (as/in INSERT RECORDING INFO).**

2. **(INSERT CORPORATE TRUSTEE NAME)** is the presently existing trustee for said testamentary trust under the Last Will and Testament of **(INSERT NAME)**, Deceased, and is authorized to **(sell and convey real estate) AND/OR (grant an easement) to (the STATE OF IOWA) AND/OR (_____ COUNTY, IOWA) AND/OR (the CITY OF _____, IOWA)**, without any limitation or qualification whatsoever, and I am **(TITLE)** of the corporate trustee:

INSERT LEGAL DESCRIPTION(S) WITH PREAMBLE(S)

3. The Trust is in existence and **(INSERT CORPORATE TRUSTEE NAME)** as trustee is authorized to transfer the interests in the real estate as described in paragraph 2, free and clear of any adverse claims.

(INSERT SELLER), Affiant (Sign in Ink)

Subscribed and sworn to before me by **(INSERT NAME(S))** on this _____ day of _____, 20____.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

(INSERT NAME) County Project No. _____
(Parcel No. ____)

Page 2 of ____



Prepared by & Return To: xxxx, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx

PURCHASER'S AFFIDAVIT

RE: (INSERT LEGAL DESCRIPTION OF LAND DOT IS ACQUIRING WITH
PREAMBLES)

STATE OF IOWA, STORY COUNTY, ss:

I, (INSERT YOUR NAME), being first duly sworn (or affirmed) under oath, depose and state that I am a Right of Way Agent for the Iowa Department of Transportation, acting for (the STATE OF IOWA) AND/OR (___ COUNTY, IOWA) AND/OR (the CITY OF ___, IOWA), the purchaser of the real estate described above. The purchaser has relied upon the Affidavit from (INSERT TRUSTEE AFFIANT(S)), dated the ____ day of _____, 20____. The purchaser has no notice or knowledge of any adverse claims arising out of the execution and recording of the deed from the trustee. This Affidavit is given to establish reliance on the Affidavit referred to above for all purposes contemplated under Iowa Code Section 614.14.

(Sign in Ink)
(INSERT YOUR NAME), Affiant

Subscribed and sworn to before me by (INSERT YOUR NAME) on this ____ day of _____, 20____.

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Easement for Public Highway - Individual



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.2** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** (**xxxx** County Engineer's Office, **xxxx**) **or** (City Clerk's Office, **xxxx**)

EASEMENT FOR PUBLIC HIGHWAY

For the consideration of _____ AND NO/100----(\$_____)----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT SELLER NAME)**, **(INSERT - A SINGLE PERSON, OR HUSBAND AND WIFE, ETC)**, do(es) hereby grant to the **STATE OF IOWA/ _____ COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, a permanent easement for road purposes and for use as a Public Highway in, to, on, over and across the following described real estate in **(INSERT)** County, Iowa:

THE EASEMENT GRANTED FOR HIGHWAY PURPOSES IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

This easement **{, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT}** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

This easement and transfer is exempt from transfer tax. Iowa Code Sec. 428A.2(17).

This easement is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Sec. 428A.1.

Grantors do hereby covenant with grantees, and successors in interest, that grantors hold the real estate by title in fee simple; that they have good and lawful authority to grant an easement on the real estate; and grantors covenant to warrant and defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the easement.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

County Project No. _____
(INSERT NAME) (Parcel No. _____)

Page 1 of ____

Dated _____, 20__.

(Sign in Ink)
(INSERT NAME)

(Sign in Ink)
(INSERT NAME)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20____,
by (INSERT NAMES OF SELLERS).

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Easement for Public Highway - LLC



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.2** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** (**xxxx** County Engineer's Office, **xxxx**) **or** (City Clerk's Office, **xxxx**)

EASEMENT FOR PUBLIC HIGHWAY

For the consideration of _____ AND NO/100----(\$_____)----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT COMPANY NAME)**, a limited liability company organized and existing under the laws of the State of **(INSERT STATE)**, does hereby grant to the **STATE OF IOWA/ _____ COUNTY, IOWA/CITY OF _____, IOWA** **(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, a permanent easement for road purposes and for use as a Public Highway in, to, on, over and across the following described real estate in **(INSERT)** County, Iowa:

THE EASEMENT GRANTED FOR HIGHWAY PURPOSES IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

This easement **{, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT}** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

This easement and transfer is exempt from transfer tax. Iowa Code Sec. 428A.2(17).

This easement is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Sec. 428A.1.

Grantor does hereby covenant with grantees, and successors in interest, that it holds the real estate by title in fee simple; that it has good and lawful authority to grant an easement on the real estate; and it covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated.

Grantor hereby states that the person(s) executing this instrument **is/are** duly authorized by the grantor and **has/have** the legal capacity to execute this instrument.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the _____ County Project No. _____
(INSERT NAME) (Parcel No. _____) Page 1 of _____

singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20__

(COMPANY NAME IN CAPS)

By: _____ (Sign in Ink)
(INSERT NAME), (Manager or Title)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) as (Manager or Title) of (INSERT COMPANY NAME).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

(INSERT NAME) County Project No. _____
(Parcel No. ____)

Page 2 of ____

Easement for Public Highway - Corporate



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.2** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** (**xxxx** County Engineer's Office, **xxxx**) **or** (City Clerk's Office, **xxxx**)

EASEMENT FOR PUBLIC HIGHWAY (CORPORATE GRANTOR)

For the consideration of _____ AND NO/100----(\$ _____)-----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT NAME)**, a corporation organized and existing under the laws of the State of **(INSERT STATE)**, does hereby grant to the **STATE OF IOWA/ _____ COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, a permanent easement for road purposes and for use as a Public Highway in, to, on, over and across the following described real estate in **(INSERT)** County, Iowa:

THE EASEMENT GRANTED FOR HIGHWAY PURPOSES IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

This easement **{, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT}** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$ _____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

This easement and transfer is exempt from transfer tax. Iowa Code Sec. 428A.2(17).

This easement is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Sec. 428A.1.

The corporation hereby covenants with grantees, and successors in interest, that it holds the real estate by title in fee simple; that it has good and lawful authority to grant an easement on the real estate; and it covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

(INSERT NAME) County Project No. _____
(INSERT NAME) (Parcel No. _____)

Page 1 of ____

Dated _____, 20__

(CORPORATION NAME IN CAPS)

By: _____ (Sign in Ink)
(INSERT NAME), President

(AFFIX CORPORATE SEAL ABOVE) By: _____ (Sign in Ink)
(INSERT NAME), Secretary

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) and (INSERT NAME), as President and Secretary, respectively of
(INSERT CORPORATION NAME).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Trustee Easement for Public Highway (Inter Vivos)



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
Address Tax Statements: **Tax Exempt-IA Code Sec. 427.2** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** **xxxx** County Engineer's Office, **xxxx** **or** (City Clerk's Office, **xxxx**)

TRUSTEE EASEMENT FOR PUBLIC HIGHWAY
(Inter Vivos Trust)

For the consideration of _____ AND
NO/100-----(\$_____)-----DOLLARS and other valuable consideration in
hand paid by Iowa Department of Transportation, **(INSERT NAME), Trustee(s) of the**
(INSERT TRUST NAME), do(es) hereby grant to **the STATE OF IOWA/_____ COUNTY,**
IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE
SEPARATE CONVEYANCES FOR EACH GRANTEE), a permanent easement for road
purposes and for use as a Public Highway in, to, on, over and across the following
described real estate in **(INSERT)** County, Iowa:

**THE EASEMENT GRANTED FOR HIGHWAY PURPOSES IS TO LAND
DESCRIBED AS FOLLOWS:**

(INSERT LEGAL DESCRIPTION)

This easement {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa
or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE**
THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT is/are given in
fulfillment of a certain Purchase Agreement dated _____, 20____, and
recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book
_____, Page _____, as Document No. _____, except for those terms
that survive the execution of this document.

The additional amount of \$ _____, as agreed to by the aforesaid Agreement,
is paid as severance damages to the remaining property and is not subject to real estate
transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

This easement and transfer is exempt from transfer tax. Iowa Code Sec. 428A.2(17).

This easement is being acquired for public purposes through eminent domain and a
Declaration of Value is not required. Iowa Code Sec. 428A.1.

Grantor does hereby covenant with grantees, and successors in interest, that it holds the
real estate by title in fee simple; that it has good and lawful authority to grant an easement
on the real estate; and it covenants to warrant and defend the real estate against the lawful
claims of all persons except as may be above stated.

The grantor further warrants to the grantee all of the following: That the trust pursuant to
which the transfer is made is duly executed and in existence; that to the knowledge of the
grantor the person creating the trust was under no disability or infirmity at the time the trust
was created; that the transfer by the trustee to the grantee is effective and rightful; and that

County Project No. _____
(INSERT NAME) (Parcel No. _____)

Page 1 of ____

the trustee knows of no facts or legal claims which might impair the validity of the trust or the validity of the transfer.

****PICK ONE OF THE FOLLOWING TO FINISH OUT THE DOCUMENT****

The Trustee, who is also the Settlor or creator of the trust, at this time is unmarried.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME), Trustee

(INSERT NAME), individually (Sign in Ink)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) as Trustee of the above entitled trust and individually as Settlor.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

****OR The Trustee, who is also the Settlor or creator of the trust, at this time is married to (INSERT NAME), who executed this instrument only for the purpose of relinquishing all rights of homestead, dower, and distributive share and/or in compliance with Section 561.13, Code of Iowa. The Settlor is also signing in his/her individual capacity to release homestead, dower and distributive share.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME), Trustee

(INSERT NAME), individually (Sign in Ink)

(INSERT NAME)
spouse of Trustee/Settlor/grantor (Sign in Ink)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by (INSERT NAME OR NAMES) as Trustee(s) of the above entitled trust and individually as Settlor(s), and by (INSERT NAME OR NAMES), spouse(s) of Trustee/Settlor/grantor.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein.

(INSERT NAME) County Project No. _____
(Parcel No. ____)

Page 3 of ____

****OR The Trustees, who are also the Settlers or creators of the trust, at this time are married to each other. The Settlers are also signing in his/her individual capacity to release homestead, dower and distributive share.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME-HUSBAND), Trustee

_____, (Sign in Ink)
(INSERT NAME-WIFE), individually
and as spouse of Trustee/Settlor/grantor

By _____ (Sign in Ink)
(INSERT NAME-WIFE), Trustee

_____, (Sign in Ink)
(INSERT NAME-HUSBAND), individually
and as spouse of Trustee/Settlor/grantor

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME OR NAMES) as Trustee(s) of the above entitled trust and individually as
Settlor(s) and as spouse(s) of Trustee/Settlor/grantor.

_____, (Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 4 of ____

***OR The Trustee is not the Settlor or creator of the trust.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME), Trustee

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME) as Trustee of the above entitled trust.

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 5 of ____

Trustee Easement for Public Highway (Testamentary)



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.2** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010) **or** **xxxx** County Engineer's Office, **xxxx** **or** (City Clerk's Office, **xxxx**)

TRUSTEE EASEMENT FOR PUBLIC HIGHWAY

For the consideration of _____ AND NO/100----(\$_____)-----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT NAME), Trustee(s) of the (INSERT TRUST NAME)**, do(es) hereby grant to **the STATE OF IOWA/_____ COUNTY, IOWA/CITY OF _____, IOWA(CHOOSE ONLY ONE OF THESE-THERE MUST BE SEPARATE CONVEYANCES FOR EACH GRANTEE)**, a permanent easement for road purposes and for use as a Public Highway in, to, on, over and across the following described real estate in **(INSERT)** County, Iowa:

THE EASEMENT GRANTED FOR HIGHWAY PURPOSES IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

This easement {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

This easement and transfer is exempt from transfer tax. Iowa Code Sec. 428A.2(17).

This easement is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Sec. 428A.1.

Grantor does hereby covenant with grantees, and successors in interest, that it holds the real estate by title in fee simple; that it has good and lawful authority to grant an easement on the real estate; and it covenants to warrant and defend the real estate against the lawful claims of all persons except as may be above stated.

The grantor further warrants to the grantee all of the following: That the trust pursuant to which the transfer is made is a testamentary trust duly in existence pursuant to the Last Will and Testament of the decedent; that the transfer by the trustee to the grantee is effective and rightful; and that the trustee knows of no facts or legal claims which might impair the validity of the trust or the validity of the transfer.

County Project No. _____
(INSERT NAME) (Parcel No. _____)

Page 1 of ____

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated _____, 20__.

(INSERT NAME OF TRUST)

By _____ (Sign in Ink)
(INSERT NAME), Trustee

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAME OR NAMES) as Trustee(s) of the above entitled trust.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

CAVEAT: The trustee/grantor should consult with their lawyer concerning the trustee's personal liability arising out of the warranties contained herein. THIS PARAGRAPH STAYS IN.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**

FLOWAGE EASEMENT

For the consideration of _____ AND
NO/100----(\$_____)-----DOLLARS and other valuable consideration in
hand paid by Iowa Department of Transportation, **(INSERT SELLER NAME)**, **(INSERT - A
SINGLE PERSON, OR HUSBAND AND WIFE, ETC)**, **do(es)** hereby grant to the **STATE
OF IOWA**, a flowage easement over the following described real estate in **(INSERT)**
County, Iowa:

**THE PERPETUAL RIGHT, POWER, PRIVILEGE AND EASEMENT TO
OVERFLOW, FLOOD AND SUBMERGE, TO AN ELEVATION OF **(INSERT)**
ABOVE MEAN SEA LEVEL, UPON GRANTOR'S PROPERTY DESCRIBED
AS FOLLOWS:**

(INSERT LEGAL DESCRIPTION)

OR

**(INSERT PROPERTY DESCRIPTION, ACCORDING TO VESTING DEED,
OF LAND AFFECTED) {, EXCEPT that portion thereof deeded to the State
of Iowa by virtue of a Warranty Deed recorded in Book _____, Page,
_____, as Document No. _____ in the records of
Recorder's Office, XXXX County, Iowa. USE IF WE'RE ACQUIRING ANY
LAND IN FEE ADJACENT TO FLOWAGE EASEMENT} Said parcel contains
(INSERT) acres, more or less, and is shown on Graphic Exhibit "A" attached
hereto.**

Grantors hereby acknowledge that the above described real estate is presently subject to
the high water of the **(INSERT RIVER)** drainage basin and hereby agree that the lump sum
payment as shown on the referenced purchase agreement is payment in full for any and all
damages arising from the increased elevation of the high water of said river. The elevation
of said river is based on the 50-year flood profile of said river and includes a factor of 0.5±
ft. for backwater possibly caused by this highway construction.

This easement **{, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa
or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) TAKE
THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT} is/are** given in
fulfillment of a certain Purchase Agreement dated _____, 20____, and
recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book
_____, Page _____, as Document No. _____, except for those terms
that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement,
is paid as severance damages to the remaining property. **(TAKE THIS PARAGRAPH OUT**

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

IF IT DOESN'T APPLY

Grantors do hereby covenant with grantees, and successors in interest, that grantors hold the real estate by title in fee simple; that they have good and lawful authority to grant an easement on the real estate; and grantors covenant to warrant and defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the easement.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20__.

(Sign in Ink)
(INSERT NAME)

(Sign in Ink)
(INSERT NAME)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by **(INSERT NAMES OF SELLERS)**.

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**

PERMANENT UTILITY EASEMENT

For the consideration of _____ AND NO/100----(\$_____)----DOLLARS and other valuable consideration in hand paid by Iowa Department of Transportation, **(INSERT SELLER NAME)**, **(INSERT - A SINGLE PERSON, OR HUSBAND AND WIFE, ETC)**, do(es) hereby grant to **(INSERT GRANTEE)**, a permanent easement for utility purposes in, to, on and across the following described real estate in **(INSERT)** County, Iowa:

THE EASEMENT GRANTED FOR UTILITY PURPOSES IS TO LAND DESCRIBED AS FOLLOWS:

(INSERT LEGAL DESCRIPTION)

This easement {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

The additional amount of \$_____, as agreed to by the aforesaid Agreement, is paid as severance damages to the remaining property and is not subject to real estate transfer tax. **(TAKE THIS PARAGRAPH OUT IF IT DOESN'T APPLY)**

Grantor shall have the right to use and enjoy the surface of said premises as long as that use does not interfere with the purpose or use of the same by Grantee for any of the purposes hereinabove granted, and Grantor shall not construct or maintain, or permit to be constructed or maintained, any house, structure, or obstruction on or over said easement area.

Grantors do hereby covenant with grantees, and successors in interest, that grantors hold the real estate by title in fee simple; that they have good and lawful authority to grant an easement on the real estate; and grantors covenant to warrant and defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the easement.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Dated _____, 20__.

(Sign in Ink)
(INSERT NAME)

(Sign in Ink)
(INSERT NAME)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by
(INSERT NAMES OF SELLERS).

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: xxxx, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
Address Tax Statements: Tax Exempt-IA Code Sec. 427.1 (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010)

BILL OF SALE

Know All Men By These Presents: That (INSERT NAMES), (INSERT single OR husband and wife, ETC), in consideration of the sum of _____ AND NO/100----- (\$ _____)-----DOLLARS, do(es) hereby sell, assign, transfer and set over unto the **STATE OF IOWA**, acting through the Iowa Department of Transportation, the following described personal property, to-wit:

All right, title, leasehold, interest, claim and demand in a certain (INSERT DESCRIPTION OF IMPROVEMENT) located on real estate described as:

(INSERT GENERAL LEGAL DESCRIPTION)

The above-named Buyer does hereby assent to becoming the owner of the above described personal property.

This bill of sale {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT} is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the (INSERT) County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

This property is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

Words and phrases herein, including acknowledgment hereof shall be construed as in the singular or plural number, and as feminine or masculine gender, according to the context.

Dated _____, 20____.

(INSERT NAME) (Sign in Ink)

(INSERT NAME) (Sign in Ink)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20____, by (INSERT NAMES OF SELLERS).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010)

BILL OF SALE

Know All Men By These Presents: That **(INSERT COMPANY NAME)**, a limited liability company organized and existing under the laws of the State of **(INSERT STATE)**, in consideration of the sum of _____, AND NO/100----- (\$ _____)-----DOLLARS, does hereby sell, assign, transfer and set over unto the **STATE OF IOWA**, acting through the Iowa Department of Transportation, the following described personal property, to-wit:

All right, title, leasehold, interest, claim and demand in a certain **(INSERT DESCRIPTION OF IMPROVEMENT)** located on real estate described as:

(INSERT GENERAL LEGAL DESCRIPTION)

The above-named Buyer does hereby assent to becoming the owner of the above described personal property.

This bill of sale {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

This property is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

Grantor hereby states that the person(s) executing this instrument **is/are** duly authorized by the grantor and **has/have** the legal capacity to execute this instrument.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated _____, 20____

(COMPANY NAME IN CAPS)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

By: _____ (Sign in Ink)
(INSERT NAME), (Manager or Title)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20____, by
(INSERT NAME) as (Manager or Title) of (INSERT COMPANY NAME).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx
 Address Tax Statements: **Tax Exempt-IA Code Sec. 427.1** (Iowa DOT, ROW-Property Management, 800 Lincoln Way, Ames, IA 50010)

BILL OF SALE (CORPORATE GRANTOR)

Know All Men By These Presents: That **(INSERT NAME)**, a corporation organized and existing under the laws of the State of **(INSERT STATE)**, in consideration of the sum of _____ AND NO/100----- (\$ _____)-----DOLLARS, does hereby sell, assign, transfer and set over unto the **STATE OF IOWA**, acting through the Iowa Department of Transportation, the following described personal property, to-wit:

All right, title, leasehold, interest, claim and demand in a certain **(INSERT DESCRIPTION OF IMPROVEMENT)** located on real estate described as:

(INSERT GENERAL LEGAL DESCRIPTION)

The above-named Buyer does hereby assent to becoming the owner of the above described personal property.

This bill of sale {, and a certain (Warranty Deed or Easement, etc) to (the City of xxx, Iowa or xxxx County, Iowa or State of Iowa), executed by the above named grantor(s) **TAKE THIS OUT IF THERE IS ONLY ONE CONVEYANCE DOCUMENT** is/are given in fulfillment of a certain Purchase Agreement dated _____, 20____, and recorded in the **(INSERT)** County Recorder's Office on _____, 20____, at Book _____, Page _____, as Document No. _____, except for those terms that survive the execution of this document.

This property is being acquired for public purposes through eminent domain and a Declaration of Value is not required. Iowa Code Section 428A.1.

Words and phrases herein, including acknowledgment hereof shall be construed as in the singular or plural number, and as feminine or masculine gender, according to the context.

Dated _____, 20____

(CORPORATION NAME IN CAPS)

By: _____ (Sign in Ink)
(INSERT NAME), President

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

(AFFIX CORPORATE SEAL ABOVE) By: _____ (Sign in Ink)
(INSERT NAME), Secretary

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20____, by
(INSERT NAME) and (INSERT NAME), as President and Secretary, respectively of
(INSERT CORPORATION NAME).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Release of Real Estate Mortgage



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**

RELEASE OF REAL ESTATE MORTGAGE

The undersigned, the present owner of the mortgage hereinafter described, do hereby acknowledge that a certain mortgage executed by **(INSERT SELLER/MORTGAGOR/WHO SIGNED MORTGAGE NAMES)**, dated **(INSERT DATE)**, recorded in the **(INSERT)** County Recorder's Office, State of Iowa, as **(INSERT RECORDING INFO)**, re-recorded as **(INSERT RECORDING INFO)**, is redeemed, paid off, satisfied and discharged in full.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural, and as masculine, feminine, or neuter gender according to the context.

Dated _____, 20__

(BANK NAME IN CAPS)

By: _____ (Sign in Ink)

(Type/Print Name and Title)

By: _____ (Sign in Ink)

(Type/Print Name and Title)

(AFFIX CORPORATE SEAL ABOVE)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____,
by _____ and _____ as

respectively, of **(INSERT BANK NAME)**.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

Partial Release of Mortgage



Prepared by & Return To: xxxx, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxxx

PARTIAL RELEASE OF MORTGAGE

The undersigned, the present owner of the mortgage hereinafter described, for valuable consideration, receipt of which is hereby acknowledged, does hereby acknowledge that the following described real estate to real estate situated in (INSERT) County, Iowa, to-wit:

(INSERT LEGAL DESCRIPTION)

is hereby released from the lien of the mortgage, executed by (INSERT SELLER/MORTGAGOR/WHO SIGNED MORTGAGE NAMES), dated (INSERT DATE), recorded in the (INSERT) County Recorder's Office, State of Iowa, as (INSERT RECORDING INFO), re-recorded as (INSERT RECORDING INFO), specifically reserving and retaining the mortgage lien and all mortgage rights against all of the remaining property embraced in the mortgage above described.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural, and as masculine, feminine, or neuter gender according to the context.

Dated _____, 20__

(BANK NAME IN CAPS)

By: _____ (Sign in Ink)

(Type/Print Name and Title)

By: _____ (Sign in Ink)

(Type/Print Name and Title)

(AFFIX CORPORATE SEAL ABOVE)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____,
by _____ and _____,
as _____ and _____,
respectively, of (INSERT BANK NAME).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE)

(INSERT NAME) County Project No. _____
(Parcel No. _____)

Page 2 of ____

Easement Priority Agreement



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**

EASEMENT PRIORITY AGREEMENT

The undersigned, the present owner of the mortgage hereinafter described, for valuable consideration, receipt of which is hereby acknowledged, does hereby acknowledge that the lien of the real estate mortgage, executed by **(INSERT SELLER/MORTGAGOR/WHO SIGNED MORTGAGE NAMES)**, dated **(INSERT DATE)**, recorded in the **(INSERT)** County Recorder's Office, State of Iowa, as **(INSERT RECORDING INFO)**, **re-recorded as (INSERT RECORDING INFO)**, is hereby subordinated to the interests of **xx County, the State of Iowa**, in and to the following described real estate situated in **(INSERT)** County, Iowa, to-wit:

(INSERT LEGAL DESCRIPTION)

The undersigned specifically reserves and retains the mortgage lien and all mortgage rights against all of the remaining property embraced in the mortgage above described.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural, and as masculine, feminine, or neuter gender according to the context.

Dated _____, 20____

(BANK NAME IN CAPS)

By: _____ (Sign in Ink)

(Type/Print Name and Title)

By: _____ (Sign in Ink)

(Type/Print Name and Title)

(AFFIX CORPORATE SEAL ABOVE)

(INSERT NAME) County Project No. _____
(Parcel No. ____)

Page 1 of ____

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____,
by _____ and _____,
as _____ and _____,
respectively, of (INSERT BANK NAME).

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 2 of ____

Satisfaction of Judgment

IN THE IOWA DISTRICT COURT IN AND FOR (INSERT) COUNTY

Upon the Petition of : CASE NO. (INSERT CASE NUMBER)
(INSERT NAME), :
Petitioner, :
and Concerning : SATISFACTION OF JUDGMENT AND
(INSERT NAME), : RELEASE OF JUDGMENT LIEN
Respondent. :

The undersigned, holder of judgment for child support in the above-entitled matter, in consideration of the sum of \$_____, does hereby acknowledge receipt of all child support payable by Respondent in full satisfaction of the judgment and does hereby release the lien of the judgment.

Executed this _____ day of _____, 20____.

(INSERT NAME), Judgment Holder OR
Attorney of Record for Judgment Holder.

STATE OF _____, COUNTY OF _____, ss:

On this _____ day of _____, 20____, before me, a Notary Public in and for said County and State, personally appeared _____, to me personally known, and who, being by me duly sworn, acknowledged that he/she executed the same as his/her voluntary act and deed (as judgment holder) OR (as attorney of record for and on behalf of said judgment holder).

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

Affidavit of Surviving Spouse



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**
Address Tax Statements: **(INSERT NAME & ADDRESS OF SURVIVING SPOUSE)**

**AFFIDAVIT OF SURVIVING SPOUSE FOR
CHANGE OF TITLE TO REAL ESTATE**

STATE OF _____, COUNTY OF _____, ss:

I, **(INSERT NAME)**, being first duly sworn upon oath, depose and state as follows:

1. I am the surviving spouse of **(DECEDENT)**, who died on **(INSERT DATE OF DEATH)**.

2. The following described real estate was owned only by **(DECEDENT)** and this Affiant, as joint tenants with full rights of survivorship at the time of **(DECEDENT)**'s death:

**(INSERT THE COMPLETE LEGAL DESCRIPTION OF LAND THEY OWN
AS SHOWN ON THEIR DEED)**

3. I hereby request that the auditor enter this information on the transfer books pursuant to Section 558.66 of the Iowa Code.

4. Form 706, United States Estate Tax return, **IS/IS NOT (THE CORRECT OPTION MUST BE SELECTED TO DETERMINE WHETHER THE IOWA ESTATE TAX MAY CONSTITUTE A LIEN ON THE ABOVE DESCRIBED PROPERTY)** required to be filed as a result of the death of the Decedent.

(INSERT NAME), Affiant (Sign in Ink)

Subscribed and sworn to before me by **(INSERT NAME)** on this _____ day of _____, 20____.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____



Prepared by & Return To: xxx, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-xxx

AFFIDAVIT OF POSSESSION

TO WHOM IT MAY CONCERN STATE OF IOWA, COUNTY OF _____, ss:

The undersigned first being duly sworn (affirmed) upon oath deposes and states:

That [INSERT SELLER NAMES(S)], is now the record titleholder of the following described real estate situated in [INSERT] County, Iowa, to-wit:

[INSERT PROPERTY DESCRIPTION]

That said [INSERT SELLER NAMES(S)] is now in complete actual and sole possession of all of said real estate except as may be herein stated. That this affidavit is made from the personal knowledge of the undersigned who is familiar with said real estate, its titleholders, and its parties in possession; and is for the purpose of confirming title to the above described real estate under the provisions of Sections 614.17 and 614.17A, Code of Iowa, and other statutes relative thereto.

Dated this _____ day of _____, 20XX.

[INSERT NAME], Affiant (Sign in Ink)

Subscribed and sworn to (or affirmed) before me by [INSERT NAME] on this _____ day of _____, 20____.

Notary Public. (Sign in Ink)

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
[INSERT NAME] (Parcel No. ____)

Page 1 of ____

Partial Abandonment of Easement



Prepared by & Return To: **xxxx**, Right of Way Bureau, 800 Lincoln Way, Ames, IA 50010, 515-239-**xxxx**

**NOTICE OF PARTIAL ABANDONMENT OF
(INSERT)**

That **(INSERT NAME OF DOMINANT ESTATE OF EASEMENT)**, does hereby state that a certain easement **(INSERT PURPOSE)** granted in a certain **(INSERT DOCUMENT)** recorded on **(INSERT)**, as **(Book xx, Page xx/Document No. xx)** in the **(INSERT)** County Recorder's Office, is hereby abandoned and does hereby disclaim any and all rights, title or interest in and to said easement or to the use thereof for any purposes whatsoever, in, to, on, over and across the following described real estate in **(INSERT)** County, Iowa:

(INSERT DESCRIPTION)

NOTE: The remaining easement described in said **(INSERT DOCUMENT) is unaffected by this partial abandonment and remains in full force and effect.**

Dated _____, 20__.

(Sign in Ink)
(INSERT NAME-SAME AS ABOVE)

STATE OF _____, COUNTY OF _____, ss:

This instrument was acknowledged before me on _____, 20__, by **(INSERT NAME-SAME AS ABOVE)**.

(Sign in Ink)
Notary Public.

(AFFIX NOTARIAL SEAL ABOVE ▲)

County Project No. _____
(INSERT NAME) (Parcel No. ____)

Page 1 of ____



REAL ESTATE CLOSING STATEMENT

Seller(s) _____ County _____
 _____ Project No. _____
 Possession Date _____ Parcel No. _____
 Property Description _____
 Locally Known As _____

Transaction Closed: ☒ By Mail ☐ In Person ☐ Non-cash Consideration Involved

CONSIDERATION BREAKDOWN *(No breakdown is made if transaction is a **Total Acquisition**)*

Land acquired by fee:	xx acres	\$0.00
Underlying fee acquired:	xx acres	\$0.00
Land acquired by permanent easement:	xx acres	\$0.00
Buildings acquired considered real estate:		\$0.00
Other improvements considered real estate:		\$0.00
TOTAL CONSIDERATION		\$0.00

Other improvements considered damages including fence:	\$0.00
Reduction in value for borrow and haul road temporary easement:	\$0.00
Reduction in value for detour temporary easement:	\$0.00
Access control:	\$0.00
Severance damages:	\$0.00
TOTAL DAMAGES	\$0.00

TOTAL CONTRACT CONSIDERATION	\$0.00
-------------------------------------	---------------

Contingent payment (e.g. value of septic, value of well):	\$0.00
Scheduled future abstract payment:	\$150.00
GROSS PROCEEDS	\$0.00

DISTRIBUTION OF GROSS PROCEEDS

(NOTE: Warrant(s) must be endorsed by all payees before cashing)

Conveyance Warrant(s)	Paid at time of closing	\$0.00 *
Possession Warrant(s)	Paid on surrender of possession	\$0.00 **
(For questions contact Property Manager - XXXX @ IDOT by calling (515)239-XXXX)		
Mortgage/Judgment Payoff Warrant(s)	(List each payment & payee)	\$0.00
Other items reserved to Seller (salvage value deducted from Total Contract Consideration): list items reserved here		\$0.00
TOTAL DISTRIBUTION OF GROSS PROCEEDS		\$0.00

*Includes interest amount of _____

**Real estate taxes owing will be collected when check is presented to treasurer for endorsement.

Seller (or Seller's Agent) acknowledges the return and receipt of Abstract of Title No. _____ in _____ part(s)
to the following described real estate: _____

We, Buyer's Agent and Seller, do hereby certify that this real estate transaction is closed and this statement is true and correct and the Seller hereby acknowledges receipt for the funds specified above.

Buyer's Agent: IOWA DEPARTMENT OF TRANSPORTATION Seller: xxxx

By: _____ Closing Date _____ By: _____ Date _____
 Closing Agent Seller or Agent

Allocation of Proceeds Statement



ALLOCATION OF PROCEEDS STATEMENT

Mail Completed Form To:

Fiscal & Title Section
 Right of Way Bureau
 Iowa Department of Transportation
 800 Lincoln Way
 Ames, IA 50010

XXXX County
 Project XXXX
 Parcel No. XX

Attention: xxxx, Agent

***GROSS PROCEEDS AMOUNT: \$XXX.XX**

NAME OF SELLER	MAILING ADDRESS	AMOUNT
XXXX	Xxxx xxxx	\$ _____
XXXX	Xxxx xxxx	\$ _____
		\$ _____
		\$ _____
		\$ _____

NOTICE: IRS Regulations require that the **entire** dollar amount of the gross proceeds must be reported to **each** seller's TIN (social security number), if the allocation statement is incomplete, not returned to the DOT, or statements contain conflicting gross proceed amounts from sellers.

*This amount includes Total Agreement Consideration, Contingent Payment, and Scheduled Future Abstracting Payment