

## Chuck Stark

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**From:** Chuck Stark  
**Sent:** Tuesday, July 18, 2023 8:36 AM  
**To:** Chuck Stark  
**Subject:** FW: FTW-IH 20 & E. Bankhead Parker Co. Surplus Request Informational Email  
**Attachments:** image001.png; SURPLUS LEASE OR DISPO SURVEY SPEC SHEET 2023.pdf; Attorney Certification Instructions. Abutting Landowners.pdf

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**From:** Donna Brackett <[Donna.Brackett@txdot.gov](mailto:Donna.Brackett@txdot.gov)>  
**Date:** June 19, 2023 at 1:45:15 PM EDT  
**To:** Mark Wells <[mark@simplifiedinvestments.com](mailto:mark@simplifiedinvestments.com)>  
**Cc:** John Martin <[John.Martin@txdot.gov](mailto:John.Martin@txdot.gov)>, Vallorie Jackson <[Vallorie.Jackson@txdot.gov](mailto:Vallorie.Jackson@txdot.gov)>, Richard Walters <[Richard.Walters@txdot.gov](mailto:Richard.Walters@txdot.gov)>  
**Subject:** RE: FTW-IH 20 & E. Bankhead Parker Co. Surplus Request Informational Email

Good afternoon Mark,

Real Estate Services has received approval from the District Office for the above captioned tract to be considered surplus. Please see below the instructions that need to be followed to move the request forward. Additionally, the District Office has advised that there needs to be a 30' wide portion retained adjacent to IH 20. Also, please confirm that your client is the abutting owner to this tract.

First, please engage a surveyor to perform a boundary survey of the area desired to be purchased from TxDOT. The surveyor will need to work closely with Richard Walters from TxDOT's local office to identify the ROW boundaries and properly complete the boundary survey. Have your surveyor reach out directly at (817)370-6592 and [Richard.Walters@txdot.gov](mailto:Richard.Walters@txdot.gov). Also, I have attached a "Surplus Survey Spec Sheet" to assist your surveyor in providing an acceptable deliverable. Once you get a rough estimation of size from your surveyor you can give that information to the appraiser and have the valuation based off of the estimated square footage (SF) until the final survey is complete. This will allow you to have both the survey and the appraisal working simultaneously and will shorten the time required for completion. **You will need to provide the vesting instruments at this time. Additionally, please be aware that once the vesting instruments have been reviewed these requirements can be subject to change.**

Secondly, while the surveyor is getting an estimation of SF, please engage a certified licensed appraiser. The appraiser must be Department certified ([TxDOT List of Department Certified Real Estate Appraisers](#)) or become certified by completing the [Application](#). Please share the below information with the appraiser to assist in the valuation process:

1. TxDOT wants the appraiser to provide an opinion of value for the ROW tract, as a part of the abutting tract, if it is not a stand-alone economic unit.
2. TxDOT is interested in the fee simple value at its highest and best use, without discounts.
3. The appraiser may use TxDOT appraisal forms or their own appraisal template.
4. TxDOT requires a full narrative report that has comparables and a methodology clearly outlining how the opinion of value was determined.

5. All appraisals must meet current USPAP requirements.

This appraisal will assist Real Estate Services in determining fair value for the tract.

Once the appraisal and survey are completed, we will move forward with the disposition by starting the required priority periods. The first priority period is to local government entities with the power of eminent domain (city, county, ISD), and they will have 30 days to exercise their right to purchase the property. Once that period has cleared, the second priority holder will be all abutting landowners, who also have a 30 day right to purchase the property. In the event both priority periods are cleared, the property will be sold to the public through a sealed bid. Please note that if at any point a party other than you purchases the property, TxDOT will have your expenses for the appraisal and survey reimbursed at closing.

Thirdly, after you receive your priority purchase right letter, you will need to engage a licensed attorney to provide certification as to ownership of all land adjoining the surplus tract. The instructions are contained in the attached "Attorney Certification Instructions." This is the last item required before the transaction is placed on the next available Texas Transportation Commission agenda for review and approval.

I understand this process has many moving parts, and if at any point you have questions or need assistance, please do not hesitate to contact me.

Thank you,

Donna Brackett  
TxDOT-ROW-Real Estate Services Section  
Direct (737) 262-2694

***ROW would love to hear from you!***  
***Please [click here](#) to participate in this brief customer service survey***