**NEGOTIATION DIARY Wisconsin Department of Transportation**

Bureau of Aeronautics

|  |  |  |  |
| --- | --- | --- | --- |
| Owner  (owner) | | | |
| Address  (address) | | | Telephone  (phone) |
| Date Initiation of Negotiations | Date Chapter 32 Brochure Sent | 60th Day to Receive Owner’s Appraisal | 1099 Amount |
| Offering Price | Date Approved | Alternate Offier (a, b) | Date Approved |
| Owner Appraisal Received on: | Date of Owner Appraisal: | Value of Owner’s Appraisal | Owner Appraisal Declined/Waived on: |
| Revised Offer | Date Approved | Administrative Settlement | Date Approved |

On (date) I, the negotiator, supplied the subject property owner with a copy of the Exhibit “A” map, our appraisal(s), and other required documents.

Under “REMARKS” below, the Real Estate Agent should indicate persons present, attitude of owner, owner’s appraisers, owner’s attorney, owner’s decision not to obtain an appraisal, owner’s asking price, information regarding buildings, improvements, extended occupancy, fixture apportionment, date to vacate buildings, and any pertinent data regarding items such as drainage, driveways, fencing, title lines, wells, dry wells, etc. (Remarks are not to be necessarily limited to the foregoing.)

| **CONF. #** | **DATE** | **REMARKS** |
| --- | --- | --- |
|  |  |  |