

Checklist for Land Acquisitions Pursuant to Specific Legislation

Tribe: _____
 Property is Identified by or Known As: _____
 Date Legislation Enacted: _____
 BIA Region or Agency Name: _____
 Date Taken in Trust or Fee: _____

Checklist Prepared by (Realty Specialist Name): _____

Step	√	Procedure	Dates
1		BIA receives legislation with language requiring the transfer of land.	Date Legislation Received: _____
2		BIA contacts the Office of the Solicitor for guidance.	Date of BIA Request: _____
3		BIA obtains a Solicitor's Opinion determining whether the transfer is a mandatory acquisition to be transferred in trust for a tribe or a legislative transfer. If a mandatory acquisition, begin following mandatory acquisition process. If legislative transfer, continue with this checklist.	Date Received: _____
4		BIA coordinates meetings with the transferring federal agency and the BLM Indian Land Surveyor (BILS) to provide a legal land description and acreage or a Legal Description Review to be entered into TAAMS.	Date Requested: _____ Date Received: _____
5		The transferring federal agency provides BIA with listing of encumbrances and documents, such as rights-of-way, leases, etc., and any improvements on the property.	Date Received: _____
6		BIA schedules a meeting or conference call with the Tribe.	Date Notified: _____
7		BIA (Real Estate Services, and the Land, Titles and Records Office (LTRO)) records title ownership in TAAMS. Real Estate Services provides the following documents to the LTRO for recording: <ul style="list-style-type: none"> a. Public Law or Act b. Legal Description or Land Description Review c. Map, if available 	Date Completed: _____

	<ul style="list-style-type: none"> d. Listing of encumbrances, if any e. List of restrictions, if any e. Listing of improvements, if any <p>After recording, the LTRO will inform the Real Estate Services of its completion.</p>	
8	<p>BIA prepares letter to the Tribe providing the Tribe with recorded documents and Tribal Tract ID. BIA also provides a copy of the recorded documentation to the BLM to update its public land records, then closes out the Administrative File.</p>	<p>Date Completed: _____</p>