

# Attachment 5: Mandatory AIPRA FTT Quick Reference Guide

## AIPRA FEE-TO-TRUST QUICK REFERENCE GUIDE

<b>Encode into TAAMS</b>
Within 3 days from receipt of written request
<b>Written Request and Package Review</b>
Send Acknowledgment Letter
Within 10 days from receipt of written request
Request LDEV
Not applicable to mandatory AIPRA acquisitions
Complete LDEV
Not applicable to mandatory AIPRA acquisitions
Complete RLDR
Not applicable to mandatory AIPRA acquisitions
<b>Notice of Incomplete</b>
Within 10 days from determining a request is incomplete
Final Notice of Incomplete
Immediately after expiration of the Initial Notice response period
Return Incomplete
Immediately after expiration of Final Notice response period
<b>Initial CIP</b>
Not applicable to mandatory AIPRA acquisitions
<b>Mandatory AIPRA Determination</b>
Within 10 days from receipt of a complete written request obtain evidence from TAAMS that some portion of the property was in trust on November 7, 2000
<b>Issue NOA</b>
Not applicable to mandatory AIPRA acquisitions
<b>Request NEPA and 59 IAM 5</b>
Not applicable to mandatory AIPRA acquisitions
<b>Provide NOA Comments</b>
Not applicable to mandatory AIPRA acquisitions
<b>Provide PTO objections</b>
Not applicable to mandatory AIPRA acquisitions

<b>Analysis and NOD</b>
Not applicable to mandatory AIPRA acquisitions
<b>Public Notice</b>
Not applicable to mandatory AIPRA acquisitions
<b>Final CIP, 59 IAM 5, Title Evidence</b>
Not applicable to mandatory AIPRA acquisitions
<b>AOC</b>
Immediately upon completion of departmental requirements listed
<b>Submit for recording</b>
As soon as the conveyance is accepted. Within 2 business days of receipt of the recording notice
Provide deed to applicant for County recording immediately upon LTRO recordation of the conveyance
<b>Request FTO</b>
Not applicable to mandatory AIPRA acquisitions
<b>Complete Acquisition</b>
As soon as the LTRO has recorded the documents

Note: For Discretionary Acquisitions refer to applicable policy and guidance.