

# Process of Realty Transactions: NEGOTIATED/ AD/

Realty holds original files of:

- Original Native Allotments
- Inherited Native Allotments
- Town site lots
- and Veteran Allotments

Bureau of Indian Affairs (BIA)  
National Environmental Policy Act (NEPA)  
Categorical Exclusion (CAT EX)  
Report of Investigation (ROI)  
Department of Natural Resources (DNR)

Request from Land Owner /  
Heir of Land Owner:  
Service Provider (Maniilaq)

- Start a file for the Land Owner / (Heir of Land owner)
- If the Land owner has a buyer it is considered a negotiated sale, and application is sent to the land owner.

Send Application to Land Owner

- Survey
- Appraisal
- NEPA
- CAT EX requires writing letters to landowners near or around Native allotment/town site lot that is for sale or advertised. Have 30 days to respond
- Re-counsel / Finalize documents

Once received documents from BIA:

- Put together transaction
- ROI
- Finalize
- Send in to BIA for approval

For negotiated sale,  
once approved the  
signed Deed is sent  
to DNR for recording

Case Prep/Case Review:

- BIA Realty Specialist review.
- BIA Regional Director for approval or denial.

It will be an advertised sale unless the Land Owner has a interested buyer, than that is considered a Negotiated Sale.

**Once the transaction leaves our office, it is up to BIA for approval.**  
*(Maniilaq is the service provider, we process application & all necessary paperwork in a timely manner)*

