



Guidelines for Completing 2015 PREAS WA Template

PAGE 1

- **Work Authorization No.:** Leave Blank (for ROW HQ use only)
- **ERP’s PO No.:** Leave Blank (for ROW HQ use only)
- **Contract No.:** Leave Blank (for ROW HQ use only)
- **Work Authorization No.:** Leave Blank (for ROW HQ use only)

For the below listed information you will only be required to enter it once. It will auto-populate to the rest of the form.

- **Highway Name and No.:** Enter the highway name and number (ex. SH 123)
 - **Limits:** *From:* Enter the project limit beginning. *To:* Enter the project limit end.
 - **County Name:** Select the applicable county from the drop down list
 - **TxDOT ROW Office:** Select the applicable district from the drop down list
 - **Federal Project No.:** Enter the federal project number of applicable
 - **ROW CSJ No.:** Enter the ROW CSJ # that this WA is for (ex. 0015-15-015)
 - **Construction CSJ No.:** Enter the Construction CSJ # that this WA has been created for
 - **Parcel No.(s):** Enter *ALL* of the parcel numbers that are included in this WA (ex. 1, 2, 3)
2. **Appraiser Name (Page 1, Item 2):** Enter the Appraiser’s Full Name (ex. John Smith)
4. **Appraiser Name, Address, Phone, Email (Page 1, Item 4):** The appraiser’s name will auto-populate into the first box, Enter the appraisers *complete* address into the next box, Enter the appraiser’s phone number into the third box, and Enter the appraiser’s email address into the last box. (ex. see below)

Appraiser Name	Appraiser Address	Appraiser Phone #	Appraiser Email
Auto-Populates	Enter Here	Enter Here	Enter Here

5. **TxDOT ROW Office Primary Contact (Page 1, Item 5):** Enter the name, address, email, and phone number of the TxDOT Contact for this WA in to the box.
6. **Total Cost (Page 1, Item 6):** Leave this field blank, this will auto-populate once the grid on page 2 is completed.
7. **WA Expiration Date (Page 1, Item 7):** Enter the date that the WA is going to expire (ex. October 22, 2016). This date will auto-populate to the rest of this form where the expiration date is required.

PAGE 2

- Click in the first box under the *Parcel* heading. Type the parcel number.
- Tab to the next box and enter the *Category of Appraisal* (ex. Vacant Land).
- Tab to the next box and enter the *Specific Assignment* (ex. Rural Land, Farm Land, Ranch Land). Tab to the next box and enter the *Type of Appraisal* (ex. Initial Appraisal).
- Tab to the next box and enter the *Complexity of Appraisal Assignment* (ex. Level 2).
- Tab to the final box in the row and enter the *Fee* from the appraiser’s fee schedule (ex. \$1,500.00).
- Tab to continue to the next row and start the same process for each parcel included in this WA.

Parcel	Category of Appraisal Assignment	Specific Assignment	Type of Appraisal (i.e. <i>initial, 2nd appraisal, update or date of take</i>)	Complexity of Appraisal Assignment	Fee

- Once all parcel information and fees have been entered, the form will total your fees. This amount is the total WA amount and will be auto-populated to the rest of the form

				TOTAL:	\$ 0.00

PAGE 3

You will not need to do anything on page three

- **Item 10:** Leave Blank (for ROW HQ use only)
- **Accepted by Appraiser (Print Name):** This field will auto-populate from page one.

PAGE 4, H-2Form

You will not need to do anything on page four

- All information on this page will auto-populate

PAGE 5, Project Management Schedule

You will not need to do anything on page five

- All information on this page will auto-populate

PAGE 6, Copy of Chapter 5, Section 14, Personal Protective Equipment

You will not need to do anything on page six

- There is no information to enter on this page

Save and Submit to ROW HQ for the assignment of a WA number.