



TRACS Quick Reference Guide

Course 7: Real Property Inventory

Lesson 7a: Create a Real Property Record

Step	Action
	<p>Real Property refers to one, several, or all interests, benefits, and rights inherent in the ownership of a parcel of land or water (520 FW 6).</p> <p>Grants with an objective strategy of “Real Property Acquisition” will require a link to a real property record in the performance report. The Real Property record should be entered into TRACS after the real property has been acquired and prior to the performance report being entered into TRACS. Refer to “Lesson 4b Reporting on Real Property Acquisition” for more information on how to link the real property record to the performance report.</p> <p>Important Note: The WSFR Lands Team will be reconciling legacy federal and state land records for ingestion into TRACS. It is up to the regions to determine which records will be a part of the legacy data uploads and which records need to be entered directly. Please consult with your WSFR grant specialists for more information.</p>
1	After logging into TRACS, select the “ Inventory ” module.
2	From the Dashboard, select “ Real Property ”.
3	Before entering new records, search for the real property to make sure it has not been previously entered. Search for the property by keywords in the property name. Results will display in the list, select a column header to sort the list. If the property is found, select “Manage property” or “View PDF” to review it. Delete should be used with caution (however, a pop-up box will ask you to confirm before deleting).
4	To enter a new real property record, click on the “ Enter new real property ” button.
5	<p>Tabs on the left display the pages to complete the workflow, starting with General Information</p> <ul style="list-style-type: none">a. Property Name: Enter the property name, which is the commonly known name designated by the State or WSFR office for any size of contiguous parcels/tracts assigned by the Grantee. It generally references the seller's name but could be assigned another name including of a conservation/management areas that the property will be managed under.b. Transaction Type: Acquisitionc. Interest Type and Sub-Type: Real property interests simply refer to the rights of an owner of a parcel of land. Real property interests can be compared to a bundle of sticks. Each stick in the bundle represents a distinct, separate right of the property owner; such as to sell, to lease, or to give away or to choose to exercise all or none of these rights.<ul style="list-style-type: none">i. Fee Interest<ul style="list-style-type: none">• Fee Simple: maximum/full rights• Fee with Exceptions: full rights but with exceptions to titleii. Partial Interest: Any single right or combination of rights that have been separated from the fee.<ul style="list-style-type: none">• Air Rights• Conservation Easement• Easement (e.g. Access/ROW) ROW refers to Right of Way, allowing an individual or entity to pass through a property for various reasons



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	<ul style="list-style-type: none">• Hunting/Trapping/Fishing Rights• Lease (>10): Leases over 10 years must be recorded• Date (expiration date, only needed if not in perpetuity)• Perpetual Easement• Life Estate• Mineral Rights (All or Partial)• Surface Rights• Timber Rights• Water Rights: measured in AF (acre-foot), cfs (cubic feet per second), acres or linear feet<ul style="list-style-type: none">○ Groundwater (AF)○ Instream (cfs or AF)○ Right for Diversion (cfs or AF)○ Right for Lands to Flood (acres)○ Riparian (linear feet)○ Storage (AF) <p>d. Enter Interest Comments or check “Not Applicable”.</p> <p>e. Acquisition Purposes: Click on the arrows to expand the menus and then select all that apply. Note: If “Restoration of Species” is selected, the “Identify Managed Species” window appears. Click on “Search for Species in ITIS” or “Search Additional Marine Species” to add species. See “Course 5: Species and Habitat” for more information on how to enter species information.’</p> <p>f. Select the TRACS Group: Select the group, which is the primary agency responsible for the real property record at the most specific level (e.g. the state agency, department or division). If you have access to only one group, the application will default to show that group here.</p> <p>g. Enter General Comments or check “Not Applicable”.</p> <p>h. Enter the Federal and Non-Federal Points of Contact for the Real Property Record.</p> <ul style="list-style-type: none">i. Enter the search parameters by First and Last Name or Email Address.ii. If the contact is not found, click “Create a New Contact”. Select the contact type as either Organization or Person. Fill out the required fields and click “Add Contact”.iii. The contact will display in the box. If applicable, select to send the contact notifications by sliding the bar from No to Yes. If yes is selected, the user will receive system-generated email updates regarding workflow transitions and approvals.iv. Note: If the contact information needs to be updated, contact the TRACS Help Desk at tracs-helpdesk@fws.gov or call 1-844-40-TRACS (1-844-408-7227). <p>i. After entering all of the contacts, click “Next Step” at the bottom.</p>
6	<p>Fill out the Deed Information page.</p> <ul style="list-style-type: none">a. Date Deed Recordedb. Deeded Acresc. Instrument Number (optional)d. Book (optional)



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	<ul style="list-style-type: none"> e. Page (optional) f. State Record ID (optional) g. Federal Record ID (optional) h. Date Acquired i. Notice of Federal Participation (optional) j. Encumbrances: Check this box if applicable. Encumbrances include any partial interest in real property that is a restriction of the owner's property rights (easements, profits, reservations, leases, and deed restrictions, mineral rights); or a claim against the owner's property rights as security for payment of a debt (mortgage, judgement lien, or tax lien).
7	<p>Fill out the Transaction Parties page.</p> <ul style="list-style-type: none"> a. Grantor/Seller/Vendor b. Titled to grant recipient (check box if applicable) c. Titled To: check either person or organization, then fill out the Titled To Individual/Organization Recipient (optional) d. Conservation Easement Holder (if applicable) e. Is this parcel part of a real property exchange? Select yes or no f. If yes is selected, complete the Exchanged Real Properties section. If the real property record exists in the TRACS Inventory module, search for the property to add to the Exchanged Real Property table. Add comments if applicable. g. Click "Next Step".
8	<p>Fill out the Location page.</p> <ul style="list-style-type: none"> a. Geographic Location: <ul style="list-style-type: none"> i. Select "Draw Polygon". Refer to "Course 6: Mapping Tools" for detailed instructions. ii. After adding the polygon, it will appear in the location box with a preview map, retrieved date, GIS acres, shape elements and other details loaded into the map, such as survey data. Optional - click the "Copy Survey Data to Survey Table" button to copy survey data to the PLSS box at the bottom of the page. iii. Is this location sensitive? If applicable, check the box to prevent the specific shape location from being displayed in public reports. Instead, a generic shape location will be displayed. iv. Describe your location (optional) b. Current Fish and Wildlife Primary Habitat: select the primary habitat(s) from the drop down list. <ul style="list-style-type: none"> i. After selecting a habitat from the list, click "Add Habitat Selection" to add it to the Selected Fish and Wildlife Habitat table. If applicable, repeat the process to add additional habitats to the table. ii. Fill out the number of acres by habitat type. c. PLSS Survey Locations (optional) <ul style="list-style-type: none"> i. Click "Add PLSS Survey Location" to fill out the PLSS Survey details. Then click "Add Survey Location". ii. The PLSS survey location displays in the table with options to remove or edit. d. Click "Next Step".



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9	Fill out the Summary of Real Property Costs page.
10	Click "Save & Exit".
11	The Real Property Workflow page opens. This is the "homepage" for the Real Property Record. Click on "Edit Real Property Record" if needed.
12	Refer to the next lesson, "Lesson 7b: Real Property Approvals" for the approval steps. Note: Once the Real Property record has been approved (status as "final approved"), it will be available to link to a performance report to report on the objective strategy of "real property acquisition". Refer to "Lesson 4b Reporting on Real Property Acquisition" for more information on how to link the real property record to the performance report.
13	After the real property record has been attached to the performance report, the "Transaction Parties" tab of the record will display a new section "Associated Grant Performance Reports", which displays the grant performance reports that have been linked to this record.