

Acquisition Checklist (Guideform)

Project: _____	Preliminary Title Opinion	____/____/____
Acquisition Case Number: _____	Property Survey	____/____/____
Address of Property Proposed for Acquisition: _____	Request For Environmental Review	____/____/____
_____	Environmental Clearance	____/____/____
_____	LBP Test Requested (if applicable)	____/____/____
Property Owner: _____	LBP Test Results	____/____/____
Owner's Address: _____	If Decision Not To Acquire,	____/____/____
_____	Why _____	_____

Acquisition Actions	Amount	Date of Action	Date of Action	Relocation Actions (if applicable)
Initial Contact With Owner		____/____/____	____/____/____	Occupant Survey
Letter of Interest/Notice to Owner		____/____/____ ↔	____/____/____	1) General Information Notice(s)
Brochure information provided w/Letter		[<input type="checkbox"/>] Yes - [<input type="checkbox"/>] No	[<input type="checkbox"/>] Yes - [<input type="checkbox"/>] No	Brochure info. provided w/Notice -- Receipt(s) to prove delivery
Invitation to Accompany Appraiser (if applicable)		____/____/____		
Appraisal (if applicable)	\$ _____	____/____/____		
Review Appraisal (if applicable)	\$ _____	____/____/____		
Establishment of Just Compensation	\$ _____	____/____/____		
Offer Letter	\$ _____	____/____/____ ↔	____/____/____	2) Initiation of Negotiation Notice(s)
Summary Statement Included		[<input type="checkbox"/>] Yes - [<input type="checkbox"/>] No		[<input type="checkbox"/>] Notice of Eligibility
Admin. Settlement (if applicable)	\$ _____	____/____/____		[<input type="checkbox"/>] Notice of Nondisplacement
Eminent Domain Filed (if applicable)		____/____/____	____/____/____	-- Receipt(s) to prove delivery
Court Decision Rendered (if applicable)		____/____/____		Relocation case files related to this acquisition:
Amount of Court Award (if applicable)	\$ _____			_____
Closing/Settlement Statement		____/____/____		_____
Proof of Title (Doc.) _____		____/____/____		_____
Final Title Opinion		____/____/____		_____
Date Title Document Recorded		____/____/____		_____
Acquisition Payment /Court Deposit	\$ _____	____/____/____		

NOTE: The symbol “↔” is inserted at these two stages to remind displacing agencies that these notices are to be sent simultaneously.