

**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
<b>Letter of Interest/Notice to Owner</b>		_____/_____/_____ ↔	_____/_____/_____	<b>1) General Information Notice(s)</b>
Brochure information provided w/Letter		[ ] Yes - [ ] No	[ ] Yes - [ ] 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	\$ _____	_____/_____/_____		
<b>Offer Letter</b>	\$ _____	_____/_____/_____ ↔	_____/_____/_____	<b>2) Initiation of Negotiation Notice(s)</b>
Summary Statement Included		[ ] Yes - [ ] No		[ ] Notice of Eligibility
Admin. Settlement (if applicable)	\$ _____	_____/_____/_____		[ ] 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		_____/_____/_____		_____

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