

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		[] 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	\$ _____	_____/_____/_____		
Offer Letter	\$ _____	_____/_____/_____ ↔ _____/_____/_____		2) Initiation of Negotiation Notice(s)
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.