

**LOCAL PUBLIC AGENCY RIGHT OF WAY CHECKLIST
REQUIREMENT CHECKLIST
ACQUISITION**

PROJECT NUMBER _____ TRACT NUMBER _____

PROPERTY OWNER _____

Place a check for each completed form, if document is in file. Select N/A for non-applicable items.

	<u>YES</u>	<u>N/A</u>	<u>DATE</u>
1. Acquisition Information Letter	_____	_____	_____
2. Certificate of Title	_____	_____	_____
a. Update if applicable	_____	_____	_____
3. Donation of Private Property Documentation	_____	_____	_____
4. Appraisal, Value Finding or Waiver Valuation	_____	_____	_____
a. Opportunity to Accompany Appraiser during inspection	_____	_____	_____
b. Relocation Agent/Appraiser Meeting	_____	_____	_____
i. Items of personalty versus realty	_____	_____	_____
c. Appraisal Update for Court if required	_____	_____	_____
5. Form A-16 Appraisal Review Report or equivalent	_____	_____	_____
a. Supplemental Requests and Responses if required	_____	_____	_____
6. Reviewer Recommendation Letter	_____	_____	_____
a. Reviewer's comments (memo)	_____	_____	_____
7. Written Offer Letter to Property Owner	_____	_____	_____
a. Explanation of Owner's Rights	_____	_____	_____
b. Summary/Breakdown of Compensation	_____	_____	_____
c. Drawing or Sketch	_____	_____	_____
8. Right of Entry to Construct Project	_____	_____	_____
9. Administrative Settlement	_____	_____	_____
a. Justification	_____	_____	_____
10. Form ROW-12-A – Agreement	_____	_____	_____
a. ROW-25 – Invoice or equivalent	_____	_____	_____
11. Form ROW-E – Closing Statement or equivalent	_____	_____	_____
12. Copy of Recorded Acquisition Deed (Bk/Pg _____)	_____	_____	_____
13. Copy of Final Order of Condemnation (Bk/Pg _____)	_____	_____	_____
14. Form ROW-RA-10 Negotiator's Report or equivalent	_____	_____	_____
15. Certificate of Physical Construction	_____	_____	_____

Comments _____

