(Sample Acquisition Capability Statement – Local Real Estate Funding)

(Today's date)

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| --- |
| -- Project Description in Brief -- |
| Project ID: (number) |
| Highway Project: (name of road) |
| County: (name) |

(WisDOT RE Coordinator Name)

Wisconsin Department of Transportation

 Region/Real Estate Section

(address)

(location), WI (zip)

In preparation of the above project, the of (location) is prepared to proceed with acquisition of the necessary right of way.

Appraisals will be performed by (appraiser name) of (appraisal company) located at (full address). (Appraiser name) of (appraisal company) will enter into a contract agreement with the .

The review appraiser, (review appraiser name) of (company name) located at (full address) is either a qualified member of LPA staff or a qualified consultant. They will conduct a technical review and prepare an appraisal review report. They shall indicate approval of the amount of compensation to be offered to the property owner using the Offering Price Report & Submittal (RE1894). Subsequently, the offering price shall be approved and signed by (LPA government - authorized employee name and title; or, committee name).

The Sales Study/Extended Sales Study will be performed by (name) of (company) located at (full address). (Name) of (company) will enter into a contract agreement with the .

Negotiations for the purchase of the real estate will be performed by:

[ ]  (Negotiator name) of (negotiation company) will enter into a contract agreement with the of (location).

[ ]  (LPA staff) of the of (location) is competent to negotiate on behalf of the . The Acquisition Capability Statement - Qualifications for LPA Staff (unnumbered) is attached.

Administrative revisions, when appropriate, will be established by the and include justification. The Administrative Revision (RE1592) is to be reviewed by (LPA government - authorized employee name and title; or, committee name) who will approve and sign.

A copy of the Relocation Order (LPA1708) adopted by the is enclosed, and a copy has been filed with the County Clerk.

Relocations, where needed, including the displacement of persons, businesses and/or farm operations will include a relocation plan with relocation services to be provided by (relocation agent name) of (relocation company) located at (full address). (Relocation agent name) of (relocation company) will enter into a contract agreement with the .

If any parcels have to be condemned or would go into litigation, this will be handled by (LPA government - authorized employee name and title; or, committee name).

Respectfully,

*(type signature)*

(Authorized LPA government employee name)

(title)

Enclosures