

Appraisal offering package checklist

	Appraisal Guidelines and Agreement (RE1003)
	Copies of all appraisals made on parcel
	Copies of project's R/W plat showing owner's affected property
	Initiations of negotiations letter
	Legal description
	Map showing all property affected by project
	Names of at least ten or more neighboring property owners to whom offers will be made
	Proposed Agreement for Purchase and Sale of Real Estate
	Conveyance Document, if in person or requested
	Statement to the Construction Engineer
	W-9, if needed
	Brochure
	Authorization for Partial Release
	Self addressed stamped envelope
	Business card/contact information

Owner Name	
Project ID	
Parcel #	
Date offer given	
Method given	<input type="checkbox"/> Mail <input type="checkbox"/> hand delivered <input type="checkbox"/> certified mail <input type="checkbox"/> email

Official Forms are housed in READS