

CHECKLIST FOR PROJECT DOCUMENTATION – DOCUMENTS TO BE RETAINED BY LOCAL

The project file shall, in the order listed below, include (where applicable) copies of the following

- State/Municipal Project Agreement(s)
- Relocation Plan
- Design Study Report approval letter
- R/W plat and/or construction plan sheets
- Relocation Order and Cost Estimate
- Acquisition Capability Statement
- Consultant contract copies (if applicable)
- Project Data Book, Sales Study, or comparable sale information
- Nominal Payment Parcel Report - Approved
- Certification of LPA Right of Way Acquisition

All above listed documents should be uploaded into READS project log. However, the official documentation should remain with the LPA per its record keeping practices.

WAIVER OF APPRAISAL - PARCEL FILE CHECKLIST

****W-9s, partial release requests, bank information or personal financial information must NOT be in READS***

The parcel file shall, in the order listed below, include (where applicable) copies of the following

- Title Report & all updates**
- Copy of Brochure Letter**
- Nominal Waiver of Appraisal**
- Initiation of Negotiation Letter**
- Justification and approval of increase in offering price (if applicable)**
- Photographs of the land and items being acquired
- Closing Statement, signed**
- Tax proration (all fee acquisitions)**
- W-9 and 1099-S form completed (fee acquisitions over \$600)**
- Negotiation Diary**
- Statement to Construction Engineer**
- Recorded Conveyance**
- 6 month appeal letter**
- Check copies and/or evidence of payment (w/letter and notes made in Negotiation Diary)
- Recorded Partial Releases of Mortgage** or Risk Assessments with property owner acknowledgement documents
- Relocation related documents (if applicable)
- Litigation case summary and related documentation, showing approvals (if applicable)

All above listed documents should be uploaded into READS parcel log. However, the official documentation should remain with the LPA per its record keeping practices.

Appraisal - Parcel File Checklist

**W-9s, partial release requests, bank information or personal financial information must NOT be in*

READS

The parcel file shall, in the order listed below, include (where applicable) copies of the following

- Title Search & all updates
- Copy of Brochure Letter
- Appraisal
- Appraisal Review
- Offering Price Report (Approved)
- Initiation of Negotiation Letter
- Owner's Appraisal (if received)
- Owner's Appraisal Invoice (if received)
- FHWA Reimbursement - Owner's Appraisal Fee (if applicable)
- Purchase Agreement
- Administrative Revision and documentation supporting the increase (if applicable)
- Property Improvement/Remnant Report (if applicable)
- Photographs of the land and items being acquired
- Closing Statement
- Tax proration (all fee acquisitions)
- W-9 and 1099-S form completed (fee acquisitions over \$600)
- Signed JO (if condemned)
- Recorded Lis Pendens (if condemned)
- Recorded Award (if condemned)
- Negotiation Diary

- Statement to Construction Engineer**
- Recorded Conveyance**
- 6 month or 2 year appeal letter**
- Check copies and/or evidence of payment (w/letter and notes made in Negotiation Diary)**
- Recorded Partial Releases of Mortgage or Risk Assessments with property owner acknowledgement documents**
- Relocation related documents**
- Litigation case summary and related documentation, showing approvals**

All above listed documents should be uploaded into READS parcel log. However, the official documentation should remain with the LPA per its record keeping practices.