

## A Toolbox for LPAs

Updated 5/2021

Items described and included in this "LPA toolbox" are meant to serve as a brief summary and overview. This document is a very condensed version of procedures and samples of documentation that is necessary when acquiring real estate for construction projects with state and/or federal money used anywhere in the project. It is important to remember that other forms and documentation may also be needed in the process. Municipalities must contact their Local Program Real Estate Project Manager (LPREPM) before beginning the acquisition process. LPAs must work with a WisDOT LPREPM on projects with state/federal funds and must still work with WisDOT LPREPMs on projects with state/federal funds used in the design and/or construction and local funding in the real estate portion.

Sample Forms are available upon request. Official forms and letter templates are contained in READS (Real Estate Automated Data System) Contact your LPREPM for access

### For State and/or Federal Funds in Real Estate

WisDOT approvals needed BEFORE acquisition begins:

- Environmental Report (ER) and Design Study Report (DSR) approved.
- Acquisition Stage Relocation Plan approved, if any relocations; submit to LPREPM and WisDOT Statewide Relocation Coordinator for review and approval.
- Qualified individual from Municipality completes Project Cost Estimate and submits to LPREPM.
- Right of Way Plat and Relocation Order approved and filed/recorded or Construction Plan complete if right of way costs, including utilities, are under \$1000; approved by municipalities.
- Real estate funding authorized by LPREPM.
- Acquisition Capabilities Statement - State and/or Federal Funding submitted to LPREPM for approval.
- Consultant contracts approved by LPREPM. Contracts must use WisDOT standard language and forms

Negotiations cannot begin until funding has been authorized and Relocation Order has been approved!

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Begin acquisition process:

- Conduct Startup Meeting.
- Order title searches.
- Create the Sales Study or Expanded Sales Study; verify w/LPREPM to determine which type should be done on project; WisDOT approves.
- Determine which parcels need appraisals and which will utilize waiver valuations (under \$25,000 in damages).
- Send letter to all property owners on plat along w/brochure 'Rights of Landowners Under Wisconsin Eminent Domain Law' informing them of upcoming project and staking to be done on their property.
- Create Nominal Payment Parcel Report (NPPR) to report waiver offering prices based on Sales Study/Extended Sales Study; submit report w/supporting information to LPREPM for approval.
- Complete appraisals; submit appraisal with Offering Price Report & Submittal for WisDOT approval.
- Create parcel file with Negotiation Diary and all appropriate documents needed for negotiations; file must also have any correspondence sent or received.
- Meet with property owner; explain 'Rights of Landowners...' brochure, discuss project impacts to their property; present offer; and listen and respond to owner questions and concerns.
- Documents requiring owner's signatures: Conveyance w/legal description, Nominal Payment Parcel - Waiver Of Appraisal (If Applicable), Statement to Construction Engineer, Closing Statement, and form IRS W-9 (if proceeds are \$600+).
- Obtain Partial Releases of Mortgage
- Negotiation Diary: Throughout the process, document "tell the story" all conversations/correspondence about the specific parcel; note owner concerns, questions, etc. (see sample diary in packet). Note when owner has been paid and when conveyance was sent for recording; negotiator must sign full name on first entry, then initials on all others; negotiator must sign and date bottom when negotiations are completed.
- Cut check and deliver/mail to property owner; owner MUST be paid BEFORE conveyance can be recorded!
- Record conveyance. Temporary Limited Easements (TLE) and Temporary Right of Entry Easements should be recorded.
- Complete Certification of Local Public Agency (LPA) Right of Way Acquisition and send it with supporting documentation to LPREPM upon completion of all acquisition
- If requesting reimbursement, follow the process in the LP Real Estate Manual and work with LPREPM

## For Local Funds Only Used for Real Estate Acquisition

WisDOT approvals needed BEFORE acquisition begins:

- Environmental Report (ER) and Design Study Report (DSR) approved.
- Acquisition Stage Relocation Plan approved, if any relocations.
- Right of Way Plat and Relocation Order approved and filed/recorded or Construction Plan complete if right of way costs, including utilities, are under \$1000.
- Acquisition Capabilities Statement - Local Funding.
- Contracts approved (e.g., title searches; negotiations; appraisals; relocation, if applicable).

Negotiations cannot begin until Plat and Relocation Order has been filed or recorded!

(Work with LPREPM on proper procedure for filing or recording of Plat and Relocation Order)

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Begin acquisition process:

- Conduct Startup Meeting.
- Order title searches.
- Create the Sales Study or Expanded Sales Study; verify w/LPREPM to determine which type should be done on project
- Determine which parcels need appraisals and which will utilize waiver valuations (under \$25,000 in damages).
- Send letter to all property owners on plat along w/brochure 'Rights of Landowners Under Wisconsin Eminent Domain Law' informing them of upcoming project and staking to be done on their property.
- Create document to report waiver offering prices based on Sales Study/Extended Sales Study; suggest using Nominal Payment Parcel Report (NPPR).
- Complete appraisals, conduct appraisal review and approve.
- Create parcel file with Negotiation Diary and all appropriate documents needed for negotiations; file must also have any correspondence sent or received.
- Meet with property owner; explain 'Rights of Landowners...' brochure, discuss project impacts to their property; present offer; and listen and respond to owner questions and concerns.
- Documents requiring owner's signatures: Conveyance w/legal description, Nominal Payment Parcel - Waiver Of Appraisal (If Applicable), Statement to Construction Engineer, Closing Statement, and form IRS W-9 (if proceeds are \$600+).
- Obtain Partial Releases of Mortgage or follow project and parcel risk assessment in the LP Real Estate Manual 6.3.4.1
- Negotiation Diary: Throughout the process, document "tell the story" all conversations/correspondence about the specific parcel; note owner concerns, questions, etc. (see sample diary in packet). Note when owner has been paid and when conveyance was sent for recording; negotiator must sign full name on first entry, then initials on all others; negotiator must sign and date bottom when negotiations are completed.
- Cut check and deliver/mail to property owner; owner MUST be paid BEFORE conveyance can be recorded!
- Record conveyance. Temporary Limited Easements (TLE) and Temporary Right of Entry Easements should be recorded.
- Complete Certification of Local Public Agency (LPA) Right of Way Acquisition and send it with supporting documentation to LPREPM upon completion of all acquisition

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### IMPORTANT REMINDERS & NOTES...

- *Work with LPREPM on required documentation needed for your files, and to understand exactly what they need for their files, and what documents are required for the WisDOT files.*
  - *All files are subject to review throughout the project by the LPREPM, as well as state and/or federal audits to verify LPAs have followed the Uniform Act and have maintained appropriate documentation for each project and parcel file.*
  - *This is a very condensed version of the acquisition process. It was developed as a basic "LPA toolbox" only. You must reference the Real Estate Program Manual (REPM) and the LP Real Estate Manual for additional acquisition procedures or contact your LPREPM. Access to both WisDOT manuals is available through the Wisconsin Department of Transportation website.*
  - *Official forms and letter templates are contained in READS (Real Estate Automated Data System)*
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Attachments: LPREPM contacts, sample PSE schedule, sample startup meeting agenda, diary sample, Waiver of Appraisal offering package checklist, Appraisal offering package checklist, LPA PROJECT file checklist; LPA Waiver of Appraisal parcel file checklist, LPA Appraisal parcel file checklist

### WisDOT Local Program Real Estate Contacts

North Central (NC)	Jessie Prien	(715) 365-5757	<a href="mailto:Jessie.Prien@dot.wi.gov">Jessie.Prien@dot.wi.gov</a>
Southwest (SW)	Jessie Prien	(715) 365-5757	<a href="mailto:Jessie.Prien@dot.wi.gov">Jessie.Prien@dot.wi.gov</a>
Northwest (NW)	Jessie Prien	(715) 365-5757	<a href="mailto:Jessie.Prien@dot.wi.gov">Jessie.Prien@dot.wi.gov</a>
Southeast (SE)	Debi Radtke	(262) 548-5927	<a href="mailto:Debi.Radtke@dot.wi.gov">Debi.Radtke@dot.wi.gov</a>
Northeast (NE)	Jay Viste	(920) 360-1672	<a href="mailto:EJay.Viste@dot.wi.gov">EJay.Viste@dot.wi.gov</a>
Statewide	Abby Ringel	(920) 883-8324	<a href="mailto:Abigail.Ringel@dot.wi.gov">Abigail.Ringel@dot.wi.gov</a>

## Schedule to Meet PS&E

**IMPORTANT: To maintain the automatic date calculations fill in only the highlighted areas.**

	Scheduled to be completed	Explanation	# of Days*	Variable*	Formula
<b>Construction PS&amp;E Date</b>	1/1/2024	enter this date			
28 days prior to PS&E	12/4/2023	<a href="#">required per FDM</a>			28 days subtracted from PS&E date

pER/DSR approval		enter this date			
Right of Way Plat approval		enter this date			
Relocation Order approval		enter this date			
File Relocation Order		enter this date			
Remaining nominals will be appraised by	8/28/2023		14	days for appraisal approvals	"days for appraisal approvals" subtracted from all appraisals approved by
All appraisals approved by	9/11/2023	"X" number of days for appraisal approvals; need to schedule 6-8 weeks if state/fed money in real estate			1 day subtracted from last offer made
Last offer made	9/12/2023	Offer made the day after "all appraisals approved by"			60 days subtracted from "end of 60 day period"
End of 60 day period	11/11/2023	60 days for property owners to obtain their appraisal	1	days for negotiation (must be at least 1 day)	JO mailed out then subtracted "days for negotiation"
Jurisdictional Offer mailed out	11/12/2023	"X" number of days after the 60 day period for negotiations			20 days subtracted from JO expires
Jurisdictional Offer (JO) expires	12/2/2023	20 days after JO is mailed	1	days to cut check	29 days subtracted from PS&E date then subtracted "days to cut check"
Award and check mailed to owner	12/3/2023	"X" number of days to cut check			29 days subtracted from PS&E date
Award sent in for recording	12/2/2023	can be done same day as check is delivered/mailed			29 days subtracted from PS&E date
Local uploads to READS all R/W documentation and LPA Cert	12/4/2023	1 day to forward paperwork to MC			28 days subtracted from PS&E date
LPREPM recommends Cert 1 to WisDOT	12/29/2023	24 days for MC to review paperwork			3 days subtracted from PS&E date
WisDOT Certifies R/W	12/31/2023	3 days for DOT to certify R/W			1 day subtracted from PS&E date

\*Number of days can be changed according to the circumstances of each individual municipality and project.

**REAL ESTATE START-UP ACQUISITION MEETING AGENDA**

Project ID \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Project name

Limits

LPA Sponsor and County

Date

Meeting Location

Call in – \_\_\_\_ - \_\_\_\_ - \_\_\_\_ access code \_\_\_\_\_

Virtual access –

**Introductions:**

List individuals invited and additional members of project team here, include company/agency, title/role, phone number & email address

**Funding:** \_\_\_\_\_ Example: State funding in Real Estate

**The Project and Parcel Details:**

Reason for the project: \_\_\_\_\_

Total Number of Real Estate Parcels: \_\_\_\_\_

Number of Utility Release of Rights: \_\_\_\_\_

Relocation Parcels \_\_\_\_\_

Number of Appraisals: \_\_\_\_\_

Type of Appraisals: \_\_\_\_\_

Number of Waivers: \_\_\_\_\_ (starting out)

Sensitive/Priority Parcels: \_\_\_\_\_

Railroad Parcels: \_\_\_\_\_

Billboards: \_\_\_\_\_

State/County/Municipality owned Parcels: \_\_\_\_\_

Encroachment Report prepared by \_\_\_\_\_ on \_\_\_\_\_

And approved by \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_ encroachments to be removed prior to construction

\_\_\_\_\_ encroachments are allowed and each encroachment will be issued a \_\_\_\_\_ Revocable  
Occupancy Permit.

Hazmat concerns: \_\_\_\_\_

**Schedule and Approvals:**

Project PS&E date: \_\_\_\_\_

Project Letting date: \_\_\_\_\_

Environment Document Approved: \_\_\_\_\_

DSR (Design Study Report) Approved: \_\_\_\_\_

Final R/W Plat Approved: \_\_\_\_\_

Acquisition Capability Statement Approved: \_\_\_\_\_

Plat will be recorded: \_\_\_\_\_ Filed: \_\_\_\_\_

Real Estate Clear date: \_\_\_\_\_ 28 days prior to PS&E

Offers to be mailed by: \_\_\_\_\_

Appraisals completed by: \_\_\_\_\_

**Responsibilities:**

Title Work and Updates to be provided by: \_\_\_\_\_

Introduction Letters and Brochures to be sent to property owners by \_\_\_\_\_ on \_\_\_\_\_

R/W Staking to be accomplished by: \_\_\_\_\_ no later than \_\_\_\_\_

Utility Release of Rights to be secured by: \_\_\_\_\_

Establishing Parcel Values:

1) Cost Estimate will be prepared by: \_\_\_\_\_

2) Expanded Sales Study will be prepared by: \_\_\_\_\_

Reviewed by \_\_\_\_\_ and Approved by \_\_\_\_\_

3) TLE time frame will be from the date of the appraisal to the end of construction.

Construction will Start \_\_\_\_\_ and End \_\_\_\_\_

4) Appraisals will be prepared by: \_\_\_\_\_

Reviewed by \_\_\_\_\_ under \$10,000 \_\_\_\_\_ over \$10,000.

Appraisal Reviewer to prepare and sign the OPR (Offering Price Report). Additionally,

OPRs will be approved by: \_\_\_\_\_

5) Nominal Payment Parcel Report will be prepared by: \_\_\_\_\_

NPPR will be reviewed by: \_\_\_\_\_ and  
recommend approval to \_\_\_\_\_.

6) Administrative Revisions will be reviewed by \_\_\_\_\_, approved by  
\_\_\_\_\_ and then \_\_\_\_\_

**Process for Negotiations / Documents required for Certification of R/W (1)**

WisDOT RE Forms to be used in READS

Partial Release of Mortgage are required on all parcels with Fee Acquisition

Minimum Offer will be: \_\_\_\_\_

Negotiation Diaries are to be signed. /s/ with a typed name is acceptable.

Statement to Construction Engineer should be signed by the property owner, negotiator and LPA. Note  
"None" if no commitments were made.

Local Certification of LPA R/W, Form LPA 3028 to be prepared by \_\_\_\_\_  
signed and dated by \_\_\_\_\_.

Supporting documents are to be in READS. (see LPREPM)

**Other Issues:**

Relocation: \_\_\_\_\_

Fixtures: \_\_\_\_\_

Remnant Parcels \_\_\_\_\_

Certified Survey Maps / Plats of Survey \_\_\_\_\_

**Waiver of Appraisal offering package checklist**

	Copies of all waivers of appraisal 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
	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**



**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**

**DIARY SAMPLE**

**NEGOTIATION DIARY**

City of Green Bay

RE2058 10/2018

Owner (name; address; phone; etc.) Al Packer & Sue Packer , 123 Lambard Avenue, Green Bay, WI			
Initiation of negotiations date 04/10/2020	Brochure sent date 01/01/2020	60th day to receive owner's appraisal 07/08/2020	1099 amount \$ 30,000
Offering price \$ 25,000	Date approved 03/30/2020	Alternate Offer (A, B) \$ (A) \$ (B)	Date approved (A) (B)
		Administrative settlement \$ 30,000	Date approved 08/10/2020
On 04/10/2020, I, the negotiator, sent/gave the subject property owner a copy of the right of way plat, our appraisal(s), and other required documents.			
Under "REMARKS" below, the Real Estate agent should indicate persons present, attitude of owner, owner's appraisers, owner's attorney, owner's asking price, information regarding buildings, improvements, extended occupancy, fixture apportionment, date to vacate buildings and any pertinent data regarding items such as drainage, driveways, fencing, title lines, wells, dry wells, etc. Remarks are not to be necessarily limited to the foregoing. Use as much space as needed to fully explain details.			

DATE & AGENT	REMARKS
11/01/2019 Abigail E Ringel	I received a copy of the title search dated January 11, 2009 from the engineer. According to the title, the property is owned by Al & Sue Packer and there are no mortgages listed.
01/01/2020 AR	Sent introduction letter to the attention Al & Sue Packer at the address listed on the tax bill. The letter included a copy of the brochure entitled "The Rights of Landowners Under Wisconsin Eminent Domain Law", right of way plat, and list of all of the owners on the project.
01/03/2020 AR	I called the phone number listed for the Packers. I spoke with Al Packer. I introduced myself. I explained I was calling to inform them of an upcoming roadway project that would impact their property. Mr. Packer was aware of the upcoming project. He asked if his maple tree would be cut down. I verified which tree we were discussing. As I had already spoken with the project engineers, I was able to tell Mr. Packer that the tree was not within the acquisition area. He said he was relieved. I let Mr. Packer know I had sent a packet of information to him. I told him if he had any questions, he could call me. I verified his phone number and address. I explained that an appraiser would be contacting him to complete and appraisal to determine the damages to his property. I said that was still in progress, but once it was done, I would again contact him. He asked about how long that would be. I indicated the appraiser would be contacting him within the next few weeks and the

	appraisal process could take several months due to workloads and the review process. He said he would keep my number and call me if he or Sue had any questions.
3/15/2020 AR	Received the appraisal from the consultant. I forwarded it to the LOCAL PUBLIC AGENCY REVIEW APPRAISER for review and approval.
3/30/2020 AR	Received the approved offering price report in the amount of \$25,000.
3/31/2020 AR	I called the Packers. I spoke with Sue. I explained I had the completed appraisal and offering documents to present to them. I asked if she would like to set up a time to meet to go over them and discuss. She said she would check with Al and get back to me.
4/1/2020 AR	Sue Packer called me back. She asked if we could meet on 4/10/2020 at 8:00 am. I said that would work for me and asked if she would be comfortable meeting at their property. She said that would be fine. I confirmed the date and gave her my cell phone number should anything come up.
4/10/2020 AR	I met Mr. and Mrs. Packer at their property. I presented them with the offering price letter in the amount of \$25,000, along with the appraisal, the Appraisal Guidelines and Agreement, a highlighted copy of the right of way plat showing the Packer's property, the legal description, a map showing all property affected by project, a list of all of the owner's names along the project to whom offers will be made, a Proposed Agreement for Purchase and Sale of Real Estate, a W-9, draft copy of the warranty deed, Statement to the Construction Engineer, Owner's rights brochure, and my business card. We walked the stakes and discussed the impacts to the property. I explained that the offering price was based on the appraisal report and that they have the right to obtain their own appraisal. The city will reimburse the cost of the appraisal if received within 60 days. The owners indicated the offer was a bit low and said they didn't think the amount for landscaping was enough. I said that I would need additional justification for any increase in value. They asked if they could do that by obtaining their own appraisal. I said that was correct. We discussed that I would need to have the appraisal back by 6/9/2020 in order for it to be eligible for reimbursement. They thanked me for explaining the offer and said they were going to obtain an appraisal. I thanked them for their time and told them they could continue to contact me with any questions.
6/8/2020 AR	Received owner's appraisal prepared by John Goodmen. The estimated value is \$35,000. The appraisal fee was \$3,500.
6/11/2020 AR	Requested payment for the reimbursement of the owner's appraisal.
6/25/2020 AR	Called to discuss the appraisals with the Packers. Left a voicemail requesting they call me back to discuss.
6/30/2020 AR	Al called me to discuss both appraisals. The main difference between the appraisals is that Mr. Goodmen estimates landscaping damages higher due to the quality and specific landscaping plan. Mr. Goodmen's appraisal also had a higher

	<p>per acre value for the land. We discussed the tow appraisals and the differences and similarities. We came to an agreement that an additional \$5,000 would be reasonable. I told Al this increase is subject to common council approval. I asked if I could email him a purchase agreement for \$30,000 for his and Sue's signature. He agreed. I emailed the purchase agreement.</p> <p>I received a reply email with a signed a purchase agreement for \$30,000.</p>
<p>7/11/2020 AR</p>	<p>Common Council approved the increase.</p> <p>I called the Packers to set up a meeting for closing. We will close on 7/28/2020 at 9:00 am at their residence. I requested a payment request for \$30,061.10 (taxes prorated).</p>
<p>7/18/2020 AR</p>	<p>Received check</p>
<p>7/28/2020 AR</p>	<p>Met with Al and Sue to close. They signed the Warranty Deed (I notarized it), closing statement, W-9, and statement to construction engineer. I gave the Packers the check for \$30,061.10 and the check for the second appraisal reimbursement. They had no questions.</p>
<p>8/3/2020 AR</p>	<p>The original signed deed was sent to the Register of Deeds to be recorded</p>
<p>8/10/2020 AR</p>	<p>Received the recorded deed back from the Register of Deeds.</p>
<p>Abigail Ringel</p>	

**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.**