LPA REIMBURSEMENT CHECKLIST Project ID: Click or tap here to enter text.; Parcel No.: Click or tap here to enter text.

REBP1002 6/2023

*Instructions: For each task/step completed, place an “X” in corresponding box. Use this optional checklist form as a tool to ensure that all supporting documentation is complete as required for making LPA payment requests, and that copies of all appropriate forms and documents have been saved to the official LPA project file, forwarded to the appropriate approvers, and included where needed as part of the payment request process for LPA real estate right of way. Once all tasks/steps have been completed as appropriate, you need only submit the signed and dated Right of Way Detailed Statement of Expenditures (RE1959) to the Bureau of Technical Services-Real Estate/Finance for payment.*

|  |  |
| --- | --- |
|  | |
|  | right of way detailed statement of expenditures (REBP1959) – signed and dated |
|  | Bike/Ped Parcel |
| ACQUISITION *(copies needed…)* | |
|  | check used for payment |
|  | warranty deed (REBP1560) |
|  | offering price report and submittal (REBP1894) |
|  | purchase agreement (REBP1618 or REBP1895) |
|  | administrative revision (REBP1592) |
|  | disposition of real estate taxes (REBP1616) and closing statement (REBP1617) - (if applicable) |
| ADDITIONAL PARCEL COSTS *(copies needed…)* | |
|  | approved supporting documents explaining costs |
|  | check used for payment |
| INCIDENTALS - utility bills, recording fees, etc. *(copies needed…)* | |
|  | check used for payment(s) |
|  | invoice(s) |
| LITIGATION ON SETTLEMENT/CONDEMNATION AWARD/CIRCUIT COURT *(copies needed…)* | |
|  | check used for payment |
|  | litigation report and case summary (RE1651) |
| LITIGATION, OTHER PAYMENTS *(copies needed…)* | |
|  | check used for payment |
|  | invoice with approval to pay initialed by litigation coordinator |
| NOMINAL *(copies needed…)* | |
|  | check used for payment |
|  | nominal payment parcel report (REBP1889) |
|  | nominal payment parcel - recommendation and approval (REBP1897) |
| OWNERS APPRAISAL *(copies needed…)* | |
|  | check used for payment |
|  | invoice from appraisal company |
| PRIVATE CONTRACTS *(copies needed…)* | |
|  | check used for payment |
|  | contract |
|  | invoice |
| REAL ESTATE TAXES *(copies needed…)* | |
|  | closing statement (REBP1617) |
|  | check used for payment |
|  | paid tax bill |
| RELOCATION PAYMENTS *(copies needed…)* | |
|  | approved relocation claim (RE1527) |
|  | check used for payment |
|  | supporting documentation |