

FTA ACQUISITION FILE CHECK LIST



FTA Region: _____
 Parcel #: _____
 Project #: _____
 Real Estate Specialist: _____

Acquisition: Total Fee Partial Fee Other Less than Full Fee Interest (PE/TCE)
 Parcel Type: Improved Residential Commercial Industrial Agricultural Other
 Acquired Through: Negotiation Court Award Donation
 Date Negotiations Initiated: _____ Offer Made: In Person Mail
 Offer of Just Compensation: \$ _____ Final Settlement Amount: \$ _____
 Settlement Date: _____ Final Acquisition Payment Date: _____ Proof of Payment in File
 Closing/Settlement Statement in File: Yes No
 Conveyance Documents in File: Deed Easement Court Order
 Property Owner Name: _____
 Tenant Name (if applicable): _____
 Subject Address: _____

Check List Items: (If applicable)

				<u>Date</u>
• Title work	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Legal description	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Letter of intent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Appraisal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Waiver valuation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Review appraisal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Tenant-owned improvements identified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Just compensation established prior to negotiations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Donation form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Written offer and delivery receipt	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Power of attorney document	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Summary statement, property and damages separated & provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Plat highlighting acquisition areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Offer to acquire uneconomic remnant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Full payment available or made prior to possession	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Revised offer made	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Approved administrative settlement documentation in file	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Memorandum of agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Possession and use agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Warrant request	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• W-9	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Mortgage information/authorization letter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Agent log signed by agent who negotiated with owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	_____
• Other (specify): _____				_____

Reviewed by: _____ Date: _____