



Milestone Checklist for the Acquisition of Real Property*

- Consult with FTA Regional Office to verify funding eligibility, planning, environmental, and other applicable Federal requirements before proceeding further**
- Develop a Property Map or Exhibit that clearly delineates the land to be acquired
- Obtain Phase 1 Environmental Site Assessment's (ESA's), as necessary, and ensure compliance with the NEPA/environmental review process
- Prepare surveys and plats for proposed property acquisition
- Order preliminary title reports to identify owners and encumbrances
- Source, select, and negotiate contract for Uniform Act qualified appraisers and review appraisers
- Source, select, and negotiate contract for Uniform Act qualified land acquisition/relocation consultants
- Conduct Phase II ESA's as warranted
- Prepare a 49 CFR §24.205(a) relocation plan (if acquisition requires displacements)

****STOP. DO NOT PROCEED UNTIL NEPA HAS BEEN COMPLETED****

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- Provide notice to property owner(s) that the property will be acquired
 - Provide property owner(s) with information on basic protections under the Uniform Act law
(See FTA [Acquisition and Relocation Brochure](#))
 - Provide displaced persons with information on basic protections under the Uniform Act law
(See FTA [Acquisition and Relocation Brochure](#))
 - Obtain appraisals and review appraisals in compliance with 49 CFR part 24, Subpart B
 - Seek and obtain FTA concurrence** in appraisals if valuation exceeds FTA C. 5010 threshold
(Consider using FTA's voluntary [Concurrence Transmittal Checklist](#))
 - Establish the amount of just compensation and prepare written offer package
 - If displacements, prepare relocation assistance packages based on displacement type
 - Present written offer to owner(s) and notice of owner rights and entitlements under the law
 - If displacements, present Notice of Relocation Eligibility and 90 Day Assurance to displaced persons
(Concurrent with offer to purchase)
 - Engage in negotiations allowing a minimum of 30 days for owner(s) to consider the offer
 - Negotiate a settlement of the acquisition or proceed to condemnation if necessary
 - Seek and obtain FTA concurrence** to condemn if appraised value exceeds FTA C. 5010 threshold
(Consider using FTA's voluntary [Concurrence Transmittal Checklist](#))
 - Justify all administrative settlements in writing as reasonable, prudent, and in the public interest
 - Seek and obtain FTA concurrence** in administrative settlement if it exceeds FTA C. 5010 threshold
(Consider using FTA's voluntary [Concurrence Transmittal Checklist](#))
 - Close transaction/obtain court award, pay just compensation, record conveyances
 - Complete relocation assistance for displaced persons
 - Ensure all displaced persons have vacated the project property
 - Clear property for project use

*FTA has developed this milestone checklist to assist transit agencies with a general understanding of the real property acquisition process. Every project is unique and the above represents a list of tasks common to most real property acquisition projects. Tasks are generally presented in chronological order, but some tasks may be implemented concurrently or deviate slightly from the order shown dependent on the type and needs of a project. **Additional tasks not shown above may be required.** Project sponsors must consult FTA C. 5010, the Uniform Act regulations at 49 CFR part 24, State laws, and Agency policy to develop a project specific real property acquisition plan. Additional real property acquisition guidance and resources can be found at: <https://www.transit.dot.gov/RealEstate>

Disclaimer: The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.