

ACQUISITION CHECKLIST

City/County: \_\_\_\_\_ Grant No.: \_\_\_\_\_

RE: \_\_\_\_\_

\_\_\_\_\_  
(Description of real property)

Owner(s): \_\_\_\_\_ Tenants: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_

Procedure Implemented:	Appendix References	Date
(a) Official determination to acquire property (usually execution of grant agreement)	-	_____
(b) Preliminary Acquisition Notice mailed and owner informed of basic rights	D/E	_____
(c) Enter into contract with appraiser	-	_____
(d) Owner provided letter to accompany appraiser	F	_____
(e) Property appraised	-	_____
(f) Appraisal report received	-	_____
(g) Enter into contract with review appraiser	-	_____
(h) Receipt of review appraisal report	-	_____
(i) Grantee establish purchase offer amount (offer must equal or be above approved appraisal value)	-	_____
(j) Owner provided written purchase offer and determination of offer	G/H	_____
(k) Settlement cost paid	I	_____
(l) Final contract entered (all parties)	-	_____
(m) Payment to owner	-	_____
(n) Title recorded/filed with court	-	_____
Condemnation dates*		
(o) 90 days notice to vacate property	-	_____
(p) Condemnation proceeding instituted	-	_____
(q) Estimated just compensation deposited with courts	-	_____
Comments:		

SIGNIFICANT DOLLAR AMOUNTS:

Appraisals:	First	Second*	Third*	Review
	\$	\$	\$	\$
Compensation Amount:	Determined	Initial Written Order	Acquisition Price	
	\$	\$	\$	
Settlement Costs:	\$			

\* If applicable 7-98 (REV)