

# Review of Acquisition

**PROJECT INFORMATION:**

Project Description:

Project No.:  Fed ID:

Local Public Agency:

**PROPERTY INFORMATION:**

APN/Parcel #:  APN/Parcel #:  APN/Parcel #:

APN/Parcel #:  APN/Parcel #:  APN/Parcel #:

Property Owner:

Property Owner's Address:

**NEGOTIATION INFORMATION:**

Just Compensation Established		Initiation of Negotiation		Owner's Counter Offer(s)	
Date	Amount	Date	Offer Amount	Date	Amount

Administrative Settlement \$:  Approval Date:

Was settlement properly justified & approved?  Yes  No

Court Deposit:  Date:  Date of Occupancy:

Legal Settlement/Final Order of Condemnation (FOC) Award \$:

Does negotiation record & file documentation comply with Uniform Act Requirements?  Yes  No

Comments:

Was all or part of the property donated?  Yes  No

If so, was the owner fully informed of their rights?  Yes  No

ADOT ROW Auditor Completing Form:

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Review of Acquisition

#	YES/ NO / N/A	ACQUISITION	COMMENTS	DATE
1		Current and complete Title Package (less than 6 mo old)		
2		Chose an ADOT approved appraiser		
3		Offer for owner to accompany appraiser		
4		Appraisal done by ADOT approved appraiser		
5		Property appraised before negotiation		
6		Rental value included in appraisal (if applicable)		
7		Were damages/special benefits addressed?		
8		Review Appraisal done by ADOT approved Review Appraiser (not same person as appraiser)		
9		Appraisal Review was performed before negotiation		
10		Just Compensation established by LPA before initiation of negotiation		
11		Diary established		
12		Owner provided acquisition brochure		
13a		Prompt offer made to acquire for no less than Just Compensation (note # of days between setting of just compensation and initial offer)		
13b		Owner provided written offer & summary statement (Described property, interest and improvements)		
13c		Occupancy Certification transmitted to Relocation Agent (if applicable)		
13d		Offer to acquire uneconomic remnant (if applicable)		
13e		Diary documents all contacts & efforts to acquire interest in property		
14		Owner given time to consider offer (30-day minimum)		
15		Separation of appraisal & negotiation functions		
16		Interest acquired in tenant owned improvements		
17		Clearing title interests		
18		Payment before taking possession		
19		Condemnation action initiated by agency		
20		Property Management Agent notified at completion of acquisition		
21		Diary is closed & reflects all activity, actions, owner concerns & outcome of negotiations		

ADOT ROW Auditor Completing Form:

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 Printed Name

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 Signature

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 Date

# Review of Relocation

#	YES/ NO / N/A	RELOCATION QUESTIONS	COMMENTS	DATE
1		Appropriate eligibility status determined for displaced person (Date actually performed)		
2		Was inventory performed and pictures taken?		
3		Appropriate notices delivered within required timeframe (Project Planning, 90-Day & 30-Day)		
4		Diary established		
5		Advised of available entitlements & responsibilities for receiving them		
5a		Displacee provided with relocation brochure		
6		Advisory relocation assistance provided		
7		Replacement housing and move cost entitlement amounts calculated correctly		
7a		Replacement housing valuation performed		
8		Were 3 moving bids obtained by LPA?		
9		Was inspection performed on replacement dwelling? (Date of inspection)		
10		Were decent, safe, and sanitary requirements documented on replacement dwelling?		
11		Date and amount of moving agreement (if applicable)		
12		Note the actual move date		
13		Were reimbursement claims filed within required time frame? 18 months from pay date---- 12 months to move into new dwelling		
14		In lieu payment? (Only applicable for commercial displacees)		
15		Diary closed and documents contacts, issues discussed, entitlements discussed, assistance provided, options made available, how benefits were calculated, claim forms, etc?		
16		Was a relocation appeal filed?		

Additional comments or concerns:

ADOT ROW Auditor Completing Form:

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Printed Name

Signature

Date