

## **Parcel File Review Checklist**

Parcel # and Contact Information

Title Certificate

Donation Documentation

Appraisal Report

Review Appraisal Report

Any X-deed or Q-Deed appraisals and review appraisals

Signed and dated Waiver Valuation

Signed and dated LPAs Establishment of Just Compensation form or LPA Board authorization

Verification that Acquisition Guide and/or Relocation Guide was provided to the property owner

Signed and dated Fair Market Value Offer

Signed Contact Records for Acquisition and/or Relocation

Documentation on counter-offers and/or Administrative Adjustments

Copies of RECORDED deeds, easements, q-deeds, x-deeds, transfer documents

Copies of recorded Partial Releases and/or Cancellations of D/T, UCCs, tax liens, etc.

Signed and dated appropriate relocation notices – 30 day, 90 day

Relocation offers reviewed

All relocation documents

Recommendation for Condemnation Form

Condemnation approval by LPA

Copies of any and all cancelled checks paid to property owners for acquisition and/or relocation

Closing costs sheets

If condemned, need copy of recorded Order Granting Right of Entry or Agreed Order

Copy of court deposits