

REAL PROPERTY ACQUISITION CHECKLIST

(A separate file for each parcel acquired)

1. Title Search/Clearance of Title
2. If Applicable, Preliminary Acquisition Notice and Evidence of Receipt
3. If Applicable, Evidence of Invitation to Accompany Appraiser and Evidence of Receipt
4. Appraisal Report or Valuation
5. If Applicable, Review Appraisal Report
6. If Applicable, Written Statement of Just Compensation, and;
7. Written Offer to Purchase and Evidence of Receipt
8. Contract of Sale
9. Statement of Settlement Cost
10. Receipt for Purchase Price and Copies of Canceled Checks
11. Waiver, if a Donation
12. If Acquisition is Terminated, Notice of Intent Not to Acquire
13. If Expropriation, Seven Days Notice (State law requires a substantially longer notice period)
14. If Expropriation, a Court Judgment