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|  | **Donated Easements** | **Voluntary Sale** | **Acquisition** |
| 1. Title search/clearance of title |  |  |  |
| 2. HUD brochure *When a Public Agency Acquires Your Property* and evidence of receipt  |  |  |  |
| 3. Evidence of invitation to accompany appraiser  |  |  |  |
| 4. Appraisal report/determination of fair market value. |  |  |  |
| 5. Donation Waiver (*if applicable*)  |  |  |  |
| 6. Justification for any properties not appraised  |  |  |  |
| 7. Review appraisal report |  |  |  |
| 8. Written statement of just compensation  |  |  |  |
| 9. Written offer to purchase and evidence of receipt  |  |  |  |
| 10. Sale Contract |  |  |  |
| 11. Statement of settlement cost and evidence of receipt  |  |  |  |
| 12. Receipt of purchase price or copies of canceled checks |  |  |  |
| 13. Notice of intent not to acquire (*if acquisition terminated*)  |  |  |  |
| 14. Court Resolution (*if condemnation*)  |  |  |  |
| 15. Correspondence/Contact Log  |  |  |  |