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▪ **C-14: REAL PROPERTY ACQUISITION CHECKLIST**

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 \_\_\_\_\_