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

REAL PROPERTY ACQUISITION CHECKLIST

(A separate file for each parcel acquired)

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| 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 | _____ |