
▪ **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 _____