

## Property Acquisition Monitoring Checklist

_____	_____	_____
Recipient	Signature of DCA Staff Monitor	Date Prepared
_____		
Contract Number		
_____	_____	_____
Date	Signature of Planning Manager	Date Reviewed

**This Checklist does not apply to projects involving voluntary acquisition  
 (i.e. Housing Demolition / Relocation).**

**General**

- |  |     |    |     |
|--|-----|----|-----|
| 1. Is there an acquisition case file for the parcel?                       | Yes | No | N/A |
| 2. Is the acquisition for an easement ____ or for a specific project ____? |     |    |     |
| If a specific project, what is the intended use? _____                     |     |    |     |

**Notification of Owner**

- |  |     |    |     |
|--|-----|----|-----|
| 3. Was a Preliminary Acquisition Notice sent to the owner informing him or her of the local government's interest in acquiring the property?   | Yes | No | N/A |
| Date sent: _____   |     |    |     |
| If a Preliminary Acquisition Notice was not sent, was the owner provided a copy and explanation of the HUD informational brochure, <i>When a Public Agency Acquires Your Property</i> (HUD-1041-CPD)? (If yes, go to Question #6.) |     |    |     |
|  | Yes | No | N/A |
| 4. Did the Notice outline the rights of the owner under the <i>Uniform Relocation Act</i> ?  | Yes | No | N/A |
| 5. Did the Notice specifically mention the local government's responsibility to secure an appraisal?   | Yes | No | N/A |

**(Note: If the local government does not want to trigger eligibility for relocation assistance at the time of this notice, it should clarify in the notice that it is not a "notice of intent to acquire." but merely a notice that the local government is interested in acquiring the parcel.)**

## Donations

6. If the property is being donated, did the property owner sign a Waiver of Benefits? Yes No N/A
7. Did the waiver include:
- C language releasing the local government from performing an appraisal and review appraisal? Yes No N/A  
*(A formal appraisal and review appraisal is required unless the owner grants a waiver of his or her right to an appraisal, or if the value of the property is determined to be less than \$2,500.)*
  - C A property description? Yes No N/A
  - C Evidence that the fair market value was established? Yes No N/A
  - C The signature of the owner? Yes No N/A
- (If an appraisal was not required, skip to Question #28.)***

## Appraisals

8. Was the value of the parcel determined to be less than \$2,500? Yes No N/A  
If yes, how was the value determined? \_\_\_\_\_  
***(If the value was determined to be under \$2,500, no appraisal is required. Go to Question #12.)***
9. Did the recipient follow its local procurement process in choosing the appraiser? Yes No N/A  
Was the local policy also followed in choosing the review appraiser? Yes No N/A
10. Was the owner invited to accompany the appraiser on the inspection? Yes No N/A
11. Were review appraisals completed and placed in the file? Yes No N/A

## Purchase Offer

12. Was a written purchase offer sent to the owner? Yes No N/A  
Date sent: \_\_\_\_\_
13. Did the written purchase offer include:
- C An offer of no less than the appraised fair market value (or other documented value if the property was determined to have a value less than \$2,500)? Yes No N/A
  - C Terms and conditions of the offer? Yes No N/A
  - C Date for negotiations to begin? Yes No N/A
  - C A statement of the Basis for Determination of Just Compensation? Yes No N/A

**Negotiation and Sale**

- 14. If negotiation took place, is it documented? Yes No N/A
- 15. Is there documentation of the owner's acceptance of the offer? Yes No N/A  
Date accepted: \_\_\_\_\_
- 16. Is there a Contract of Sale on file? Yes No N/A  
Date of contract: \_\_\_\_\_
- 17. Did the owner receive the approved just compensation for the property? Yes No N/A  
Date received: \_\_\_\_\_
- 18. Is there proof of payment of the just compensation (such as canceled checks, etc.)? Yes No N/A
- 19. Did the recipient pay more than the appraised value for the parcel? Yes No N/A  
If yes, did the recipient receive written approval from the Department? Yes No N/A
- 20. Is a Statement of Settlement Costs on file? Yes No N/A
- 21. Did the recipient pay all settlement costs? Yes No N/A

**Eminent Domain**

- 22. Is there an authorizing resolution adopted by the legislative body? Yes No N/A
- 23. Is there a petition to the court? Yes No N/A
- 24. Was the fair market value deposited with the court? Yes No N/A
- 25. Is the court's judgement on file? Yes No N/A
- 26. Is there documentation of an appeal, if it was filed? Yes No N/A
- 27. Is there documentation of any payment for incidental or litigation expenses? Yes No N/A

**Deeds, Rent, and Terminated Acquisition**

- 28. Was the deed recorded in a timely manner? Yes No N/A
- 29. If the local government permitted an owner or tenant to occupy the acquired property, was the rent charged equal to the property's fair market rental value? Yes No N/A
- 30. For a terminated acquisition, was the owner sent a Notice of Intent Not to Acquire? Yes No N/A

**Conclusion**

- 31. Based on the available documentation, did the recipient comply with the Uniform Act in a way to minimize hardships to property owners? Yes No N/A

32. Explain any findings or concern(s) and specify corrective actions. Describe technical assistance provided.

---

---

---

---

---