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| Property Identification No. |       |  |  |  |  |
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| 1. Was Acquisition brochure made available to owner? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 2. Was property appraised and just compensation established prior to first written offer? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 3. Prompt offer to acquire at the appraised value was made and there is no evidence of coercive action. If the period of time between the date of the approved appraisal and the first written offer exceeds 2 months, does the file contain adequate justification for the delay? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 4. Owner and/or lessee (who has compensable interest) was given an appraisal summary statement which included the following at the time price was first discussed: |  |  |  |  |
| a. amount of just compensation based on an approved appraisal. |  | Yes [ ]  |  | No [ ]  |
| b. identified property to be acquired and estate or interest being acquired. |  | Yes [ ]  |  | No [ ]  |
| c. identified improvements/fixtures considered as part of real property to be acquired, if any. |  | Yes [ ]  |  | No [ ]  |
| d. damages, if any, to remaining property were considered and separately stated. |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 5. Was negotiation conducted by staff negotiators with prior approval of FHWA? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 6. Was a signed and dated parcel diary maintained? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 7. Was a statement certifying to the following four items made and signed by the person who handled the negotiations? |  | Yes [ ]  |  | No [ ]  |
| a. the attached right of way contract embodies all of the considerations agreed upon between the undersigned and the property owner. |  | Yes [ ]  |  | No [ ]  |
| b. the attached right of way contract was obtained without coercion, promises other than those shown in the contract, or threats of any kind whatsoever by or to either party. |  | Yes [ ]  |  | No [ ]  |
| c. I understand that the rights being secured may be used in connection with a Federal‑Aid highway project. |  | Yes [ ]  |  | No [ ]  |
| d. I have no direct or indirect, present or contemplated, future personal interest in the property being acquired or in any benefit from the acquisition of subject property. |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 8. Was the negotiation carried on by a person other than appraiser except for low value parcels of $10,000 or less? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 9. Is there an executed agreement or contract between the parties? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 10. Were negotiations conducted with the parties in interest? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 11. Was the property owner advised: |  |  |  |  |
| a. of his/her right to receive payment prior to vacating the property? |  | Yes [ ]  |  | No [ ]  |
| b. of the steps available to him/her if he/she elects to reject the offer? |  | Yes [ ]  |  | No [ ]  |
| c. of his/her right to receive reimbursement or have the State pay for recording fees, transfer taxes, and prepayment penalties? (Prepayment penalties are not legal in California in public acquisitions.) |  | Yes [ ]  |  | No [ ]  |
| d. of his/her right to receive an offer from the public agency to acquire an uneconomic remnant of his/her property where the acquisition of only part of a property for right of way would leave the owner in possession of such a remnant? |  | Yes [ ]  |  | No [ ]  |
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| 12. Settlement was made on original appraisal [ ] , revised appraisal [ ] , or independent appraisal [ ] . (Check applicable appraisal.) |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 13. If no, was Administrative Settlement fully documented and reasons justified? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 14. Was Administrative Settlement approved by Chief Administrative Officer or his/her delegate? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 15. Was Acquisition activity free of all discrimination? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 16. Rental rate, if applicable, did not exceed the fair market value to a short‑term occupier. |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 17. If the rate varies from the established fair rental, does Appraisals/Property Manager concur it is fair to a short‑term occupier? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 18. If acquired through legal proceedings, did agency initiate action? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 19. On tenant‑owned improvements, the tenant was paid the greater of: |  |  |  |  |
| a. the fair market value the improvement contributed to the property to be acquired; |  | Yes [ ]  |  | No [ ]  |
|  or |  |  |  |  |
| b. the fair market value of improvement for removal from the real property to be acquired. |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 20. Owner disclaimed all interest in tenant‑owned improvements. |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 21. Tenant assigned, transferred and released to agency all his/her right, title and interest in and to improvements. |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 22. If property acquired by donation, is there documentation to show that owner was first advised of his/her right to receive just compensation for his/her property? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 23. Deed description correctly describes required areas. |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 24. If excess acquired, was it segregated as to value? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 25. The Federal‑Aid project number has been placed on all agreements, deeds, correspondence, and other documents. |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 26. Was Federal Authorization to commence acquisition obtained prior to first written offer? |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 27. Railroads: |  |  |  |  |
| a. Was there a written agreement with the railroad (construction and maintenance agreement or service contract)? |  | Yes [ ]  |  | No [ ]  |
| b. If Federal funds will be used, has approval of the agreement or contract been obtained from FHWA? |  | Yes [ ]  |  | No [ ]  |
| c. Was Right of Way acquired from railroad or Right of Entry received? |  | Yes [ ]  |  | No [ ]  |
| d. Has a Public Utilities Commission Order to Construct been obtained? |  | Yes [ ]  |  | No [ ]  |
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| If “No” was answered to any of the above, please explain circumstances. |  |  |  |  |
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| Remarks: |
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| Reviewed By |       |  |
|  | (Print) |  |
|  |  |  |
| Date |       |  |
|  |  |  |
|  |  |  |
|  | (Signature) |  |