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| **MEDIATION CHECKLIST**  **AND** WORKSHEET | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I.** | **PARTIES** | | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **A.** | **Owner(s)** | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Name | |  | | | | | | | | | | | | | |  | Phone | |  | | | | | |
|  | Address | | |  | | | | | | | | | | | | |  | Fax | |  | | | | | |
|  | City/State/Zip | | | |  | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
|  | Owner(s) Attorney | | | | | |  | | | | | | | | | |  | Phone | |  | | | | | |
|  | Address | | |  | | | | | | | | | | | | |  | Fax | |  | | | | | |
|  | City/State/Zip | | | |  | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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|  | **B.** | **Department Representative(s)** | | | | | | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Name | |  | | | | | | | | | | | | | |  | Phone | |  | | | | | |
|  | Address | | |  | | | | | | | | | | | | |  | Fax | |  | | | | | |
|  | City/State/Zip | | | |  | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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|  | **C.** | **Attorney for MoDOT (if applicable)** | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Name | |  | | | | | | | | | | | | | |  | Phone | |  | | | | | |
|  | Address | | |  | | | | | | | | | | | | |  | Fax | |  | | | | | |
|  | City/State/Zip | | | |  | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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|  | **D.** | **Mediator(s) Information** | | | | | | | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Name | |  | | | | | | | | | | | | | |  | Phone | |  | | | | | |
|  | Address | | |  | | | | | | | | | | | | |  | Fax | |  | | | | | |
|  | City/State/Zip | | | |  | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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| **II.** | **TRACT INFORMATION** | | | | | | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **A.** | **General Information** | | | | | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | County | | |  | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
|  | Route | |  | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
|  | Project No. | | | |  | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
|  | Tract No. | | |  | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |
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|  | **B.** | **Information on Acquisition** | | | | | | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total land before the taking | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | Total land after the taking | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | Total right of way or fee to be taken | | | | | | | | | |  | | | | | | | | | | | | | | |
|  | Total easements, type and area taken | | | | | | | | | | |  | | | | | | | | | | | | | |
|  | Limited Access Taken | | | | | | |  | | | | | | | | | | | | | | | | | |

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|  | **C.** | **Description of property before the acquisition** | | | | | | | | | | | | | | |  | | | | | | | | |
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|  | **D.** | **Description of property after the acquisition** | | | | | | | | | | | | | |  | | | | | | | | | |
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| **III.** | **VALUATION INFORMATION** | | | | | | | | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
|  | Approved offer | | | | |  | | | | |  |  | Last known counteroffer | | | | | | | |  | | | | |
|  | Brief statement of basis of approved offer | | | | | | | | | | | |  | | | | | | | | | | | | |
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|  | Brief statement of landowner's claim | | | | | | | | | | |  | | | | | | | | | | | | | |
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| **IV.** | **SPECIAL CONSIDERATIONS** (Specify type and amount) | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |
|  | Including but not limited to: Consequential damages to remainder, special benefits, time constraints, design and project consideration, complaints or claims by property owner, costs of litigation, and other special considerations. | | | | | | | | | | | | | | | | | | | | | | | | |
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| **V.** | **DOCUMENTATION AND ATTACHMENTS** | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |
|  | **A.** | **Mediation Documentation** | | | | | | | |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
|  | Referral from MoDOT | | | | | | |  |  |  |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
|  | Letter to owner | | | | |  |  |  |  |  |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
|  | Mediator background information | | | | | | | | | |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
|  | Agreement to mediate | | | | | | |  |  |  |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
|  | Confirmation Letter | | | | | |  |  |  |  |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
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|  | **B.** | **Valuation and presentation** (copies to accompany worksheet) | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |
|  | Plan sheet(s) | | | |  |  |  |  |  |  |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
|  | Photograph(s) | | | |  |  |  |  |  |  |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
|  | Appraisal Report(s) | | | | | |  |  |  |  |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
|  | Offer letter(s) | | | |  |  |  |  |  |  |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
|  | Recent jury verdict(s) | | | | | | |  |  |  |  | Yes |  | | No |  |  |  |  |  |  |  |  |  |  |
|  | Other(specify) | | | |  |  |  |  |  |  |  | Yes |  | | No |  | | | | | | | | | |
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| **VI.** | **JUSTIFICATION FOR SETTLEMENT** | | | | | | | | | | | |  | |  |  |  |  |  |  |  |  |  |  |  |
|  | Including but not limited to: Recent jury verdicts, other activity on route, risks of trial, special considerations (from above), and other justifications for settlement.. | | | | | | | | | | | | | | | | | | | | | | | | |
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| **VII.** | **APPROVALS AND AUTHORIZATIONS** | | | | | | | | | | | |  | |  |  |  |  |  |  |  |  |  |  |  |
|  | Total settlement amount authorized | | | | | | | | | |  | | | | | | | | | |  |  |  |  |  |
|  | Unit value of land | | | | | |  | | | | | | | | | | | | | |  |  |  |  |  |
|  | Value of improvements | | | | | | |  | | | | | | | | | | | | |  |  |  |  |  |
|  | Damages to remainder | | | | | | |  | | | | | | | | | | | | |  |  |  |  |  |
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