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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. |       |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **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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