NEGOTIATOR'S REPORT

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| --- | --- |
| **City/County** |  |
| **Fed. Project No.** |  |
| **Bridge No.** |  |
| **Parcel No.** |  |

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| --- | --- | --- |
| **Owner’s Name** | **Owner’s Address** | **Owner’s Phone Number** |
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| --- | --- | --- |
| **Owner’s Rep. Name** | **Owner’s Rep. Address** | **Owner’s Rep. Phone #** |
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| --- | --- | --- |
| **Tenant’s Name** | **Tenant’s Address** | **Tenant’s Phone #** |
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**Deeds of Trust:**

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| --- | --- | --- |
| **Approved Offer Amount** | **Settlement Amount** | **Right of Way Donated** |
| $ | $ |  |

**Special agreements, administrative settlement, if any (documentation attached):**

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Brief narrative of items discussed by negotiator with owner and/or parties for each contact and the dates these negotiations were done. Also, please state the date the owner was presented with the deed, waiver of just compensation or letter of offer, site plan and brochure. Comments should be documented within a reasonable time after each contact.

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**Date: Persons present during initial offer meeting and brief narrative:**

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 **Negotiator Print Name:**

 **Negotiator Signed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_

**Documents provided to the owner during negotiations:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |  | **YES** | **NO** | **N/A** |
| **Acquisition Brochure** |[ ] [ ] [ ]  **Plan Sheet** |[ ] [ ] [ ]
| **60 Day Notice Letter** |[ ] [ ] [ ]  **Exhibit(s)** |[ ] [ ] [ ]
| **Donation Letter** |[ ] [ ] [ ]  **Appraisal** |[ ] [ ] [ ]
| **Offer Letter** |[ ] [ ] [ ]  **Appraisal Review** |[ ] [ ] [ ]
| **ROW Deed** |[ ] [ ] [ ]  **Waiver Valuation** |[ ] [ ] [ ]
| **PE** |[ ] [ ] [ ]  **Title Work** |[ ] [ ] [ ]
| **TE** |[ ] [ ] [ ]  **Pro Rata Tax Form** |[ ] [ ] [ ]

**NEGOTIATOR LOG**

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| --- | --- | --- |
| **Date of Contact** | **Remarks** | **Negotiator’s Initials** |
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\*\*\* to add additional boxes, go to the last box on the right and hit the tab button

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**Negotiator Print Name:**

**Negotiator Signed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_