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| Items Required | Included:Date  | N/A:X |
| Intent to Acquire, Property Owner Rights Letter - when condemnation is necessary, this is the 60 Day Notice |  |  |
| Title OR last deed of record to show ownership |  |  |
| Appraisal performed by MoDOT qualified appraiser |  |  |
| Appraisal Review performed by MoDOT qualified reviewer |  |  |
| Payment Estimate approved by agency officials |  |  |
| Offer Packet offer letter, brochure, pro rata tax claim, conveyance documents, escrow agreement and plan sheet |  |  |
| All Correspondence To and From the owner |  |  |
| Request for Donation include signed compensation waiver |  |  |
| Offer/Compensation Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Settlement Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Justification for Settlement approved by agency officials |  |  |
| Negotiator’s Report Form and Log of Contacts  |  |  |
| Recorded Deed (RW conveyance)  |  |  |
| Recorded Easement (Permanent or Temporary) |  |  |
| Payment Voucher OR Invoice for Payment |  |  |
| Title Company Closing Statement |  |  |
| Owner’s 1099 Form or Taxpayer ID request |  |  |
| Canceled Check or other Proof of Payment |  |  |
| Condemnation Petition stamped copy filed with the court |  |  |
| Commissioner’s Report commissioners and court certified  |  |  |
| Justification for Legal Settlement approved by agency  |  |  |

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| --- | --- |
| County, City or Sponsor Name |  |
| Project, Road or Bridge Name |  |
| Federal Project No. And TIP No.  |  |  |
| Parcel Number from the RW Plans |  |
| Property Owner’s Name |  |
| RW Plans Approved Date |  |
| A-Date or Notice to Proceed |  |