**Relocation Monitor Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Federal Project No.:** |           | **Job No.:** |       | **Parcel:** |       |
| **District:** |       | **County:** |       | **City:** |       |
| **Acquiring Agency:** | **MoDOT** |       | **LPA Name:** |       |
| **Route:** |       | **Agent:** |       |
| **Displacement:** |  |
| **Relocatee Name:** |       |
| **180 Day Owner** |  | **Tenant** |  | **90 Day Owner** |
| **Type of Property Involved:** | **[ ]  Improved** | **[ ]  Unimproved** | **[ ]  Residential** |
| **[ ]  Commercial** | **[ ]  Industrial** | **[ ]  Agricultural** | **[ ]  Other** |
| **Subject Property Date Occupied:** |       | **Replacement Property Date Occupied:** |       |
| **Initiation of Negotiations Date(fee):** |       | **Acquisition Date:** |       |
| **Acquired by Condemnation?** |  |
| **Acquisition Amount (if owner):** | **$**      | **Carve Out:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Needs Questionnaire: Brochure Delivered, Benefits Explained, Advisory Service Offered** | **Date:** |       |
| **2.** | **Carve out on Subject Property Established** |  |
| **3.** | **Comparison Record Property Filled Out** |  |
| **4.** | **Last Resort Payment Approval Received** |  |
| **5.** | **Adjustment from Asking Price Documented (if RHP)** |  |
| **6.** | **Owner RHP and Basis of Offer Provided in Writing** |  |
| **7.** | **Notice of Eligibility to Tenant Within 10 Days** |  | **Date:** |       |
| **8.** | **Notice of Eligibility to Business in Required Time** |  |
| **9.** | **Rental Subsidy Offer Made Within 30 Days** | **[ ]  Yes** | **[ ]  No\*** |
|  \*(but every effort was made to do so, and still occurred before initiations with fee owner) |
| **Amount** | **$**      | **Date:** |       |
| **10.** | **Tenant Income & Utilities Considered in Computing Payment** |  |
| **11.** | **Residential Fixed** | **Date Paid:** |       | **Amount** | **$**      |
| **A.** | Number of Rooms Paid for Matches Questionnaire |  |
| **B.** | Additional Rooms Credited Adequately Explained |  |
| **12.** | **Residential Actual Cost or Self Move:** | **Date Paid:** |       | **Amount** | **$**      |
| **A.** | Bids Used |  |
| **B.** | Payment Does Not Exceed Low Bid |  |
| **C.** | Proper Agreement Signed |  |
| **D.**  | Claim Form Support Documents Present |  |

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| --- | --- | --- | --- | --- | --- |
| **13.** | **Non Residential Fixed** | **Date Paid** |       | **Amount** | **$**      |
| **A.** | Income Verification Present |  |
| **B.** | Justification Present if Fixed Payment Denied |  |
| **14.** | **Non Residential Actual Cost** | **Date Paid** |       | **Amount** | **$**      |
| **A.** | Advance Notice of Move Provided |  |
| **B.** | Inventory Provided |  |
| **C.** | Personal Property Inspected |
| Subject |  |
| Replacement |  |
| **D.** | Moving Costs Adequately Supported |  |
| **E.** | Reestablishment Payment Supported |  |
| **F.** | Search Costs Explained and Supported |  |
| **G.** | Incidental Costs Supported |  |
| **15.** | **90/30 Day Notice Issued** |  |
| Date Issued |       | **Comments:** |       |
| Required Vacate Date |       |
| 30-Day Notice Sent |       | **Comments:** |       |
| **16.** | **DS&S Report Completed Prior to Payment:** |       |  |
| **17.** | **Type of Payment** |  |
|  | **Date Paid** |       | **Amount** | **$**      |
| **18.** | **Incidental Cost Reimbursed and Documented** |  |
| **19.** | **Increased Interest Paid and Documented** |  |
| **20.** | **Housing Payment Documentation Adequate** |  |
| **21.** | **Relocatee Notified in Writing of Claim Rejection** |  |
| **Date** |       |
| **22.** | **Claim Appealed** | **Date:** |       |  |
| **23.** | **Appeal Decision Date** | **Date:** |       |
| **24.** | **Relocatee Notified in Writing of Decision** |  |
| **Date** |       |
| **25.** | **Relocation Agent’s Report Adequate** |  |

**General Remarks and Comments:**

**Tenant’s Old Address:**

**Tenants New Address:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Monitored by:** |  | **Date:**  |       |