

Appendix
43.A **GENERAL ACQUISITION FILE CHECKLIST**

1. Procurement for Initial Appraiser ☐
2. Executed Contract with Initial Appraiser* ☐
3. Procurement for Review Appraiser ☐
4. Executed Contract with Review Appraiser* ☐
5. Copy of Grantee's Request for Easement Waiver ☐
6. DHCD's Approval of Request for Easement Waiver ☐
7. Determination of Just Compensation for Easements ☐
8. Documentation of Conveyance of property to Grantee ☐

*** Photocopy of Appraiser's Virginia License should be included.**

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Appendix 43.B	EASEMENT WAIVER ACQUISITION FILE CHECKLIST – FOR INDIVIDUAL FILES
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- A. Property Owner(s): _____
- B. Property Address: _____
- Property Description: _____
- C. Tenant's Name and Address: _____
- D. Property Owner Correspondence
- | | |
|---|----------------------------|
| 1. Preliminary Acquisition Notice | <input type="checkbox"/> * |
| 2. Provision of " <i>When a Public ... Property</i> " | <input type="checkbox"/> * |
| 3. DHCD-Executed Request for Waiver Form | <input type="checkbox"/> |
| 4. Invitation to Accompany Appraiser | <input type="checkbox"/> * |
| 5. Written Offer to Purchase | <input type="checkbox"/> * |
| 6. Notice of Intent Not to Purchase | <input type="checkbox"/> * |
| 7. Executed Donation and Waiver Statement | <input type="checkbox"/> |
| 8. Executed/Recorded Deed | <input type="checkbox"/> |
| 9. Copy of Canceled Check | <input type="checkbox"/> |
| 10. Appeals by Owner and Final Resolution | <input type="checkbox"/> |
| 11. Other Property Owner Correspondence | |
| a. _____ | <input type="checkbox"/> |
| b. _____ | <input type="checkbox"/> |

c. _____ ☐

E. Other Documentation

- | | | |
|----|-------------------------------------|--------------------------|
| 1. | Determination of Fair Market Value | <input type="checkbox"/> |
| 2. | Establishment of Just Compensation | <input type="checkbox"/> |
| 3. | Closing Costs Determination/Payment | <input type="checkbox"/> |
| 4. | Copy of Court Order (Condemnation) | <input type="checkbox"/> |
| 5. | Other: _____ | <input type="checkbox"/> |

* **Requires documentation of receipt by property owner.**

Appendix

43.C

FEE SIMPLE ACQUISITION FILE CHECKLIST— FOR INDIVIDUAL FILES

- A. Property Owner(s): _____
- B. Property Address: _____
- Property Description: _____
- C. Tenant's Name and Address: _____
- D. Property Owner Correspondence
1. Preliminary Acquisition Notice ☐ *
 2. Provision of "*When a Public ... Property*" ☐ *
 3. Invitation to Accompany an Appraiser ☐
 4. Appraisal Report and Determination of Fair Market Value ☐ *
 5. Review Appraisal and Establishment of Just Compensation ☐
 6. Written Offer to Purchase ☐ *
 7. Notice of Intent Not to Purchase ☐ *
 8. Executed/Recorded Deed ☐
 9. Copy of Canceled Check ☐
 10. Appeals by Owner and Final Resolution ☐
 11. Other Property Owner Correspondence
 - a. _____ ☐
 - b. _____ ☐

E. Other Documentation

1. Copy of Court Order (Condemnation)

☐

2. Other:

☐

* Requires documentation of receipt by property owner.

REQUIRED DOCUMENTS FOR EACH DISPLACED/RELOCATED PERSON:

Date Completed

- | | | |
|----|---|-------|
| A. | Name of person, and address | _____ |
| B. | Date of initial occupancy of dwelling | _____ |
| C. | Age, sex and race/ethnicity of all household members | _____ |
| D. | Monthly gross income of adult members | _____ |
| E. | Description of displacement (acquired) dwelling including:
address; census tract; monthly housing cost; number of rooms; etc. | _____ |
| F. | Nature and dates of advisory services provided | _____ |
| G. | Description of person's relocation needs and preferences | _____ |
| H. | List of all referrals made, including date, address and price.
If low-income or minority displacee, indicate whether the referral dwellings are
located in an area of low-income and/or minority concentration | _____ |
| I. | Description of replacement dwelling chosen by displacees, including
address; census tract; monthly housing cost, and their reasons
If low-income or minority displacee, indicate whether the dwelling
is located in an area of low-income and/or minority concentration. | _____ |
| J. | Copy of General Information Notice | _____ |
| K. | Evidence, including date, of receipt by displacee | _____ |
| L. | Copy of Notice of Eligibility for Relocation Assistance or
Notice of Non-Displacement | _____ |
| M. | Copy of Notice of Relocation Eligibility | _____ |
| N. | Evidence, including date, of receipt by displacee | _____ |
| O. | Explanation of reason for delay and plan for timely relocation
if relocation is not completed in six (6) months | _____ |
| P. | Copy of Representative Comparable Relocation Dwelling
and Upper Limit of Payment | _____ |
| Q. | Evidence, including date, of receipt by displacee | _____ |
| R. | Copy of 90-day Notice to Vacate, or an explanation of why
no such notice was required | _____ |
| S. | Record of the replacement dwelling inspection report and date of inspection | _____ |
| T. | Copy of each relocation payment claim form and supporting documentation
submitted by displacee | _____ |
| U. | Copy of each worksheet or document used to determine eligibility
for amount of payment made | _____ |
| V. | Evidence, including date, of receipt of payment | _____ |
| W. | Copy of any correspondence relating to the claim | _____ |

- X. Copy of any appeal filed by displacee, description of action taken to resolve it, and copy of all pertinent determinations _____
- Y. Evidence that renters were offered benefits under Section 104(d) of the Housing and Community Development Act of 1974, as Amended. _____

NOTE: FOR REQUIRED DOCUMENTATION ON RELOCATION OF A BUSINESS, FARM OR NONPROFIT ORGANIZATION, CONTACT YOUR COMMUNITY DEVELOPMENT SPECIALIST.