**REAL PROPERTY ACQUISITION CHECKLIST**

**City of Overland Park Project Number:**

**Tract Number:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | | YES |  | NO |
| 1. | Property owner provided written information about acquisition (brochure)? | | | | | | | | |  |  |  |
| 2. | Property partially or fully donated? | | | | | | | | |  |  | \* |
|  | Donated Waived Appraisal \_\_\_\_ | | | | | Donated but Did Not Waive Appraisal \_\_\_\_ | | | |  |  |  |
| 3. | Valuation “Uncomplicted and $10,000 or Less” | | | | | | | | |  |  | \* |
|  | 3a. | KDOT Form utilized? | | | | | | | |  |  |  |
| 4. | Appraiser name: | |  | | | | | (Qualified) | |  |  | \* |
|  | Licensed \_\_\_\_ | | | | Certified \_\_\_\_ | |  | | |  |  |  |
| 5. | Owner given opportunity to accompany the Appraiser? | | | | | | | | |  |  | \* |
| 6. | Review Appraiser name: | | |  | | | | | (Qualified) |  |  | \* |
| 7. | Review appraisal completed and just compensation established? | | | | | | | | |  |  |  |
| 8. | Written offer of compensation made? | | | | | | | | |  |  |  |
| 9. | If needed, Administrative Settlement was completed? | | | | | | | | |  |  |  |
| 10. | Payment made prior to possession? | | | | | | | | |  |  |  |
| 11. | Correct interest acquired and recorded? | | | | | | | | |  |  |  |
| 12. | Written log kept of contact with owner? | | | | | | | | |  |  |  |
| 13. | KDOT suggested forms utilized? | | | | | | | | |  |  | \* |
| 14. | Any displaced person or personal property required? | | | | | | | | |  |  | \* |
|  | 14a. | If yes, KDOT advised prior to negotiations? | | | | | | | |  |  |  |
| 15. | Uneconomic remnant involved on project? | | | | | | | | |  |  | \* |
| 16. | Offer made to acquire remnants? | | | | | | | | |  |  | \* |

\*”No” Answers are acceptable