**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