<<< LOCAL AGENCY NAME >>>

SECURED PARCEL CLOSEOUT LIST

Parcel packet contents must be maintained in the order described below for RW Agent submittal and any other reviews or audits.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OWNER**  **NAME:** | |  | | | **DES:** | |  | | **PARCEL:** |  | **DATE SUBMITTED:** |  |
|  | |  | |  | |  | | | | | | |
| **YES** | **NA** | | **Form** | | | **Required Items** | | | | | | |
|  |  | | Conveyance | | | All Conveyance Documents (Deeds, Easements, with Legal Descriptions) | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | T&E | | | Title and Encumbrance Report (with Caption Deed and Mortgage Documents marked in upper right corner) | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Supp T&E | | | Supplemental Title and Encumbrance Report (dated within the last 30 days) If a name change; add both transfer documents (deed from current owner and deed to new owner) behind supplemental report. | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Admin Settle | | | If applicable, Administrative Settlement with Documentation | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Etc. | | | Any other relevant documents (Partial Mortgage Release, Affidavits or Resolutions.) | | | | | | |
|  |  | | Acceptance | | | Acceptance of Offer page (usually page 4 of Uniform Offer) | | | | | | |
|  |  | | Checks | | | Property owner check and any other relevant checks | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | SJC w/ Appraisal /Review Appraisal | | | Statement of Just Compensation followed by all Appraisal Documents | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Retention | | | If applicable, Retention Letter | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Offer | | | Any Uniform Offer(s) ever presented to an Owner with corresponding Conveyance Documents attached. Must show Proof of Delivery (dates entered on page 3 of Offer for in-person offers, certified delivery confirmation for mailed offers or proof of publication). Include Letter to Rescind Offer if applicable. | | | | | | |
|  |  | | Receipt of Conveyance | | | Acknowledgment of conveyance document received from owner | | | | | | |
|  |  | | Acquisition | | | Documentation/verification that each property owner received the brochure. | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Tax | | | Documentation showing taxes are current for Partial Takes / paid for current payable year for Total Takes. | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Reports & SNET Letter | | | All Buyers Reports (in chronological order, most current first) with SNET Letter at end | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | NA | | | Face to Face Meeting Required | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Action Item Form - Improvements In the ROW | | | Confirmation of Required Action | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Excess Land – Required Action | | | Confirmation of Required Action | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Correspondence | | | All Emails and Correspondence (in chronological order, most current first) | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Misc | | | Miscellaneous Papers pertinent to the Parcel (Survey Documents, Engineering Documents and Plans, etc.) | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | ROE | | | Right of Entry, if any | | | | | | |
|  |  | |  | | |  | | | | | | |
|  |  | | Name Change | | | If applicable, Land Acquisition Name Change, with Conveyance Documents attached. | | | | | | |
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| **COMPLIANCE CERTIFICATION** | | | | | | | | | | | | |
| *I,* AGENT NAME & TITLE, AGENT COMPANY*, certify that this submittal is made in good faith; that the supporting data is accurate and complete to the best of my knowledge and that this submittal is in accordance with 49 CFR Part 24, PL 91-646 and IC 32-24 and that all applicable rules and regulations of the Federal Highway Administration have been complied with.* | | | | | | | | | | | | |
|  | | | | | | | |  | | | | |
|  | | | | | | | | (Signature) | | | | |
|  | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: AGENT PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: AGENT EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
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**All parcels to be submitted in the order of the closeout list**

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