<<< LOCAL AGENCY NAME >>>

CONDEMNED 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** |
|  |  |  |  |
| [ ]  | [ ]  | Condemnation Report | Complete Condemnation Report (All questions answered and signature of buyer) |
|  |  |  |  |
| [ ]  | [ ]  | Court Documentation giving Possession | All documentation giving possession of property to eminent domain and proof of payment ( Official receipt or copy of check to the clerk of the court)  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | [ ]  | Etc. | any other relevant documents (Partial Mortgage Release, Affidavits, Resolutions, Lead Paint Disclosure) |
| [ ]  | [ ]  | Buy Reports & SNET Letter | All Buyers Reports and SNET Letter at the end of buyer reports |
|  |  |  |  |
| [ ]  | [ ]  | Correspondence | All Emails and Correspondence (in chronological order, most current first)  |
|  |  |  |  |
| [ ]  | [ ]  | Supp T&E | Supplemental Title and Encumbrance Report (dated within the last 30 days) |
|  |  |  |  |
| [ ]  | [ ]  | T&E | Title and Encumbrance Report |
|  |  |  |  |
|  |  |  |  |
| [ ]  | [ ]  | 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). Rescission Letter if applicable.  |
|  |  |  |  |
| [ ]  | [ ]  | Misc | Miscellaneous Papers pertinent to the Parcel  |
|  |  |  |  |
| [ ]  | [ ]  | Relocation | Relocation Documents if any  |
|  |  |  |  |
| [ ]  | [ ]  | SJC w/ Appraisal /Review Appraisal | Statement of Just Compensation followed by all Appraisal Documents |
|  |  |  |  |
| **LPA CONSULTANT TO COMPLETE THE FOLLOWING BEFORE SUBMITTAL** |
| **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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**All parcels to be submitted in order of closeout list**