

REAL PROPERTY ACQUISITION CHECKLIST

City/County: _____

Project Number: _____

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. Property owner provided written information about acquisition?
“Real Property Acquisition for Kansas Highways, Roads, Streets and Bridges” | _____ | _____ |
| 2. Property partially or fully donated?
Donated Waived Appraisal _____ Donated but Did Not Waive Appraisal _____ | _____ | _____* |
| 3. Valuation “Uncomplicated and \$10,000 or Less”? | _____ | _____* |
| 4. Appraisers Name: _____ Qualified?
Licensed _____ Certified _____ | _____ | _____* |
| 5. Landowner given opportunity to accompany the appraiser? | _____ | _____* |
| 6. Review Appraisers Name: _____ Qualified? | _____ | _____* |
| 7. Agency approved Valuation and established “Just Compensation”? | _____ | _____ |
| 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?
If yes, KDOT was contacted prior to negotiations | _____ | _____* |

* “No” Answers are acceptable in these fields

A COPY OF THIS FORM SHALL BE PLACED IN EACH TRACT FILE