**Federal Aid Requirement Checklist**

**Information Only**

Agency: Date:

Project Title: Project Federal Aid Number**:**

Federal Funds will be used in (check the appropriate boxes):

[ ]  PE Phase [ ]  ROW Phase [ ]  CN Phase

Relocation: [ ]  Yes [ ]  No

ROW Acquired for this Project: [ ]  Yes [ ]  No

Prepared by: Title:

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| REMINDERS | COMMENTS |
| 1. Real Property must be appraised before initiation of negotiations with the property owner.49 CFR 24.102(c) and 24.108 |  |
| 2. Property owner must be given an opportunity to accompany each appraiser during the inspection of the property. 49 CFR 24.102(c) |  |
| 3. The acquiring agency must establish Just Compensation before initiation of negotiations with the property owner.49CFR 24.102(d) |  |
| 4. No increase or decrease in the Fair Market Value (FMV) due to the project except physical deterioration, is to be considered in the valuation of the property. 49 CFR 24.103(d) |  |
| 5. Appraisals are not to give consideration nor include any allowance for relocation assistance benefits.42USC 61.4655(a)(1) and 49CFR 24.103(a)(2)(i) |  |
| 6. The property owner is not to be left with an uneconomic remnant that the acquiring agency did not offer to acquire.49 CFR 24.102(k) |  |
| 7. The property owner is to be given a written statement of the amount offered as Just Compensation, & where appropriate, the compensation for real property to be acquired and the compensation for damages, if any, to the remaining real property shall be separately stated in the written statement.49 CFR 24.102(e) |  |
| 8. No owner shall be required to surrender possession before the agreed purchase price has been paid or approved amount of compensation has been paid into the court.49 CFR 24.102(j) |  |
| 9. No lawful occupant shall be required to move unless the occupant has been given at least 90 days advanced written notice of the earliest date by which the occupant may be required to move.49 CFR 24.203(c) |  |
| 10. The rental amount charged to property owner and or tenant permitted to occupy the property after acquisition must not exceed the fair market rent for such occupancy.49 CFR 24.102(m) |  |
| 11. No action may be taken to advance condemnation or defer negotiations or condemnation or take any other coercive action in order to induce an agreement on the price to be paid for the property.49 CFR 24.102(h) |  |
| 12. The agency must acquire an equal interest in all buildings, etc., located upon the real property being acquired.49 CFR 24.105 |  |
| 13. The agency must pay recording fees, transfer taxes, etc., penalty costs for pre-payment of a preexisting mortgage and the prorate share of real property taxes paid after vesting title in the acquiring agency.49 CFR 24.106 |  |
| 14. No property owner can voluntarily donate their property prior to being informed of the right to receive Just Compensation.49 CFR 24.108 |  |
| 15. Provisions have been made for maintenance of acquired ROW and ROW is free from all encroachments.23 CFR 710.403 & 23 CFR 710.403(b) |  |
| 16. No property owner was intentionally required to institute legal proceedings to provide the fact of the acquisition of real property.CFR 24.102(l) |  |