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| PROJECT INFORMATION | | | |
| Agency: | | Spot Check or Final Review (Circle One) | |
| Project: | | LAC: | |
| FA No.: | | ROW Agent: | |
| Owner: | | Reviewer: | |
| Parcel No.: | | Date or Review: | |
| ROW PLAN(S) | | | |
| Check Item: | Comments: | | |
| Meets minimum LAG Manual Requirements (25.41) |  | | |
| Approved & signed/sealed by PE/PLS & most recent version used |  | | |
| Adequate data for legal description(s) |  | | |
| Old & new ROW limits shown |  | | |
| Ownership boundaries & information shown (name/parcel ID #) |  | | |
| Areas & rights to be acquired shown, fee, TCE, easement, L/A, etc. |  | | |
| Before & after computation is correct |  | | |
| Improvement(s) within 100’ shown (fence, well, septic, buildings, signs etc.) “Best Practice” |  | | |
| Corrections Required (circle one):  YES / NO |  | | |
| TITLE | | | |
| Check Item: | Comments: | | |
| Commitment/Supplement within last 6 months |  | | |
| Completeness-includes map, legal, & ALL referenced recorded documents (labeled/numbered in order) |  | | |
| Verify land covered by commitment is the land intended (legal & TPN of subject) |  | | |
| Tax parcel number(s) of subject is accurate |  | | |
| Disposition of exceptions: locate, determine if conflict(s) & determine if acceptance or clearance ( noted on report) |  | | |
| Verification of authorized grantor & supporting documentation (corporate resolution, Bylaws, Operating Agmt. POA, Probate, divorce decree, etc.) |  | | |
| Corrections Required (circle one):  YES / NO |  | | |
| AOS/APPRAISAL/CV(DV) | | | |
| Check Item: | Comments: | | |
| Appraiser/Reviewer on approved procedures and WSDOT list |  | | |
| Completed within 6 months prior to offer/revised offer date |  | | |
| Matches ROW Plan: acquisition area size (larger parcel) & type, before & after areas, ROW Plan approval/revision dates. |  | | |
| Impact(s) of acquisition described/accurate (access, improvements, etc.) |  | | |
| ALL improvements being acquired listed and valued (including those being replaced in construction) |  | | |
| Valuation includes mutual benefit items, such as improvements being replaced in construction) |  | | |
| personalty/realty checklist includes ALL items in acquisition area & owner is specified (owner/tenant) |  | | |
| Free from typographical & mathematical errors, signed & dated |  | | |
| Correct owner, address, parcel & project information |  | | |
| Negotiator/AOS preparer conflict of interest (unless less than $10,000) |  | | |
| Appraisal reviewed |  | | |
| Agency JC established (not less than reviewed appraisal or AOS) by appropriate approving authority |  | | |
| AOS prepared/authorized in compliance with Appraisal Waiver Procedure & non-complex parcel <$25,000 on PFE |  | | |
| Verification of joint inspection offer to owner |  | | |
| Corrections Required (circle one):  YES / NO |  | | |
| OFFER/REVISED OFFER/DONATION LETTER | | | |
| Check Item: | Comments: | | |
| In writing & provided within 6 months of AOS/DV |  | | |
| Includes summary statement: acquisition type, area(s) & matches ROW Plan & AOS/DV |  | | |
| Includes offer to purchase improvements in acquisition area |  | | |
| Format (circle one): AOS/Appraisal  If AOS, complies with agency’s Waiver procedure for offer of appraisal |  | | |
| If AOS >$10,000, not prepared by negotiator (conflict of interest) |  | | |
| Inclusion of applicable optional clauses (relocation, remainder offer, willing seller/buyer for early acquisition, etc.)  Specify: |  | | |
| SEA offered (required if eminent domain) |  | | |
| Correct owner & parcel no. used (matches title report) |  | | |
| Donation letter signed & informs owner of right to JC & appraisal waiver required (if applicable) |  | | |
| Corrections Required (circle one):  YES / NO |  | | |
| CONVEYANCE INSTRUMENTS | | | |
| Check Item: | Comments: | | |
| Correct plan title/sheets nos. & parcel no. used on all instruments |  | | |
| Correct Instrument(s) used & matches ROW Plan, AOS/DV & Offer letter (circle all that apply): WD, QCD, TCE, Access Rights, Easement, etc. |  | | |
| Inclusion of additional instruments (QCD, reconveyance, release of lease/lien, etc.) List: |  | | |
| TCE expiration date matches AOS/Appraisal & construction schedule & consistent for project |  | | |
| TCE/Easement purpose matches ROW/Plan, AOS, needs & consistent for project |  | | |
| Legal description, matches ROW plan & title report |  | | |
| Header Info: abbreviated legal (ptn), TPN, Legal Desc page #, Grantee Name |  | | |
| Body Info: grantor names match title report & signatures conform, marital status stated, county named, eminent domain language, tax set over, delivery clause/signature. |  | | |
| Correct signatory & has authority to convey |  | | |
| Acknowledgement format matches grantor type, grantor name/identity correct, state/county where signed named, notary signed & sealed, date is same as execution, expiration date & residence shown |  | | |
| Signed & dated by grantor |  | | |
| Corrections Required (circle one):  YES / NO |  | | |
| PAYMENT | | | |
| Check Item: | Comments: | | |
| Names/address & signature of all payees matches title/instruments |  | | |
| Area(s) of all lands, improvements & damages inserted & match ROW plan, AOS/DV, offer |  | | |
| Total JC amount accurate |  | | |
| Remainder area/improvements included (if applicable) |  | | |
| Deductions listed (salvage, rent, etc.) |  | | |
| Admin settlement amount included (requires pre-approval & justification) |  | | |
| SEA included (require invoice/receipt) |  | | |
| Includes incidental costs such as escrow fee (including tax), excise tax (when non-eminent domain), etc. |  | | |
| Corrections Required (circle one):  YES / NO |  | | |
| NEGOTIATOR’S RECORDS | | | |
| Check Item: | Comments: | | |
| Diary sufficiently documents events (revisions, delays, early acquisition, offer made verbally & in writing, SEA explained, disclaimer signed & dated) |  | |
| Offer letter signed OR documentation on letter for refusal/lack of |  | |
| Provided reasonable time for owner consideration of offer (no coercion) – good faith negotiations |  | |
| Donation appraisal waiver obtained from owner (if applicable) |  | |
| Administrative Settlement justified & approved by correct authority per approved ROW Procedures |  | |
| Approval to accept encumbrances documented |  | |
| Relocation Eligibility Report form (if applicable) |  | |
| Displacee lease (If applicable) |  | |
| Final action notice for condemnation |  | |
| Proof of payment |  | |
| Corrections Required (circle one):  YES / NO |  | |