

## SPOT CHECK REVIEW CHECKLIST

- APPROVED ROW PLANS
- DRAFT OFFER LETTER
- VALUATION: WAIVER OR APPRAISAL/APPRaisal REVIEW
- APPROVED JUST COMPENSATION
- TITLE REPORT & ANY SUPPLEMENT
- DRAFT CONVEYANCE DOCUMENTS
- COMPLETED "TRANSPORTATION NEEDS & YOU" BROCHURE
- DIARY

## CERTIFICATION REVIEW CHECKLIST

- APPROVED ROW PLAN or REVISED PLANS
- COMPLETED DIARY (SIGNED & DATED)
- DIARY DISCLAIMER (IF NOT INCLUDED IN DIARY)
- ALL VALUATIONS AND UPDATES (WAIVER VALUATION, APPRAISALS, REVIEW APPRAISALS)
- AGENCY APPROVED JUST COMPENSATION (BE SURE PROPER INDIVIDUAL SIGNED)
- TITLE REPORT & SUPPLEMENTALS (NOT OLDER THAN 6 MONTHS)
- OFFER LETTER AND ANY REVISIONS W/ PROPERTY OWNER ACKNOWLEDGMENT
- ADMINISTRATIVE SETTLEMENT JUSTIFICATION AND APPROVAL
- REAL PROPERTY VOUCHER
- PROOF OF PAYMENT (COPY OF WARRANT/CHECK)
- RECORDED CONVEYANCE DOCUMENTS
- FINAL ESCROW SETTLEMENT (IF APPLICABLE)
- ENCUMBRANCE REPORT EXPLAINING EFFECT OF EACH ENCUMBRANCE ON AGENCY ACQUISITION, AGENCY APPROVAL (SIGNATURE), AND METHOD OF CLEARING
- REQUEST TO ACCEPT ENCUMBRANCE (LPA-333 AND/OR LPA-333A), IF APPLICABLE
- RELEASE OF LEASE OR PARTIAL RELEASE DOCUMENTS, IF APPLICABLE
- EXCISE TAX AFFIDAVIT
- ENTITY DOCUMENTATION
- TITLE POLICY (PERMANENT RIGHTS ACQUIRED)
- CONSTRUCTION AGREEMENTS
- CORRESPONDENCE (BE SURE TO INCLUDE ATTACHMENTS REFERENCED IN EMAILS)