## Uniform Relocation Act Governed Acquisition File Checklist

At a minimum, the CDBG acquisition file should include the following items:

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| --- | --- | --- |
|  | Date Received | Documentation |
|  |  | Copy of the Public Invitation for Acquisition of Real Property |
|  |  | Completed Uniform Relocation Act Governed Acquisition Checklist and completed Voluntary Acquisition File Checklist, if applicable |
|  |  | Description of property and reasons for acquisition |
|  |  | Completed Preliminary Acquisition Notice, Voluntary Agreement between Grantee and Individual Seller and Waiver of Procedures and Rights Under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 |
|  |  | Appraiser contracts Agreement for Appraisal Services (Acquisition) |
|  |  | Invitation of owner to accompany appraisers |
|  |  | Copy of appraisals |
|  |  | Completed Appraisal Report Review Form |
|  |  | Copy of the Written Offer to Purchase, which includes a Statement of the Basis for Determination of Just Compensation |
|  |  | Records of any negotiations with owner |
|  |  | Copy of any materials supplied by the owner to determine just compensation |
|  |  | Copies of any written agreements to waive or modify benefits or compensation requirements under the Uniform Relocation Act |
|  |  | Copy of agreements for compensation of related improvements |
|  |  | If applicable, completed Final Notice to Acquire by Negotiations |
|  |  | Evidence of payment |
|  |  | Copy of deed and settlement costs |
|  |  | Justification of excess payment, if applicable |
|  |  | Notice of initiation of condemnation |