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| **PROJECT INFORMATION** | | | |
| Agency: | | Spot Check Date: |  |
| Project: | | Final Review Date: |  |
| FA No: | Owner: | | |
| Enter date plan first approved, and date last of last revision, if any.  R/W plan approval date: | Reviewer name: | | |
| **PARCEL INFORMATION** | | | |

Please show acquisition type and area sizes. [fee, easement (ESMT) including purpose, lease, TCE, permit, R/E, Quit Claim Deed (QCD) ] Add additional rows as needed.

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| **Parcel No.** | **Acquisition Type** | **Area Size** | **Acquisition Type** | **Area Size** |
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| Acquisition area matches? Y / N | | | | | | | | | | | | | |
| **NEGOTIATOR'S RECORDS** | | | | | | | | | | | | | |
| Adequate diary: | | | | Y / N | | Signed by: | | | | | | Date: | |
| Disclaimer statement: | | | | Y / N | | Signed by: | | | | | | Date: | |
| **APPRAISAL/JUST COMPENSATION (JC)** | | | | | | | | | | | | | |
| Larger Parcel issue (other than tax lots)? Y / N | | | | | | Joint inspection offered: Y / N / NA Inspection Date: | | | | | | | |
| Tenant Improvements? Y / N | | | | | | WSDOT Appraiser/Review List? Y / N | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | AOS Date/$ | #1 | #2 | #3 | | Appraisal Date/$ | #1 | #2 | #3 | | Review Date/$ | #1 | #2 | #3 | | JC Date/$ | #1 | #2 | #3 | | | | | | | | | | | | | | |
| **OFFER/SETTLEMENT** | | | | | | | | | | | | | |
| Offer Letter Dated: Amount: | | | | | | $ | | | Letter format: ☐Appraisal ☐ Waiver | | | | |
| Any offers Prior to NEPA? Y/N/None | | | | | Eminent Domain used (Pre-NEPA)? Y/N | | | | | Offer of SEA (Pre-NEPA)? Y/N | | | |
| 1st Revised Offer: Y/N Date(s) Amount: | | | | | | $ | | | Language consistent with Waiver? Y/N | | | | |
| 2nd Revised Offer: Y/N Date(s) Amount: | | | | | | $ | | | **SEA**: Offered Y/N Claimed Y/N Invoice Y/N | | | | |
| Offer made verbally? Y/N | If no, explanation in diary? Y/N | | | | | | | Proof of receipt of delivery of written offer? Y/N | | | | | |
| Administrative Settlement Amount over JC: | | | | | | $ | | | Settlement Adequately Justified? | | | | Y / N / NA |
| Total Final Settlement: | | | | | | $ | | | Settlement Approval Date: | | | | |
| **MISCELLANEOUS** | | | | | | | | | | | | | |
| Uneconomic Remnant: | | | Y / N / NA | | |  | | | Offer Made for Remnant | | | | Y / N / NA |
| Remnant Value: | | | | | | $ | | |  | | | | |
| Donation: | | | Y / N / NA | | |  | | | Donation Letter Received Date: | | | |  |
| Proper Format: | | | Y / N / NA | | |  | | | **Relocation Required**: Y/N/NA In Letter: Y/N/NA | | | | |
| **PAYMENTS (delete unused rows)** | | | | | | | | | | | | | |
| **Check#, warrant#, wire transfer #, Closing Statement escrow#, etcProof Type** | | **Identifier** | | | | | **$ Amount** | | **Date** | | **Purpose (JC, SEA, P&U, etc.)** | | |
|  | |  | | | | |  | |  | |  | | |
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| **TITLE REPORTS/POLICY (delete unused rows)** | | | | | | | | | | | | | |

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| **Parcel No.** | **Title Company** | **Order #** | **Date** | **Exceptions clear?** | **Risk OK?** |
|  |  |  |  | Y/N | Y/N/NA |
|  |  |  |  | Y/N | Y/N/NA |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONVEYANCE / CLEARANCE DOCUMENTS** | | | | | |
| **Type (SWD, Esmt. etc.)** | **Dated** | **Recording #** | **Date Recorded** | **Legal OK?** | **Notary OK?** |
|  |  |  |  | Y / N | Y / N |
|  |  |  |  | Y / N | Y / N |
|  |  |  |  | Y / N | Y / N |
| **NOTES** | | | | | |