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| CRS |            | PID |       | PARCEL |       |
| DISPLACEE |       | LPA/DISTRICT: |       |
| REVIEWER: |       | COUNSELOR: |       |

 Yes No N/A

Pre-Acquisition Survey Report completed for the project [ ]  [ ]  [ ]

Pre-Acquisition Survey completed for the parcel [ ]  [ ]  [ ]

* *RE-600-1 completed [ ]  [ ]  [ ]*
* *Pre-Acquisition Notes adequate [ ]  [ ]  [ ]*
* *Interview in person [ ]  [ ]  [ ]*
* *By mail with Central Office Approval* [ ]  [ ]  [ ]
* *Signed Residential Relocation brochure receipt* [ ]  [ ]  [ ]

RE-95 Property Inventory Classification Form in the file [ ]  [ ]  [ ]

* *Correctly filled out to reflect personal/real property* *[ ]* *[ ]* *[ ]*
* *Signed by all parties* *[ ]* *[ ]* *[ ]*
* *RE-95 agrees with the RE-22/VA [ ]  [ ]  [ ]*
* *RE-56 Prepared if applicable*  [ ]  [ ]  [ ]

RE-22 Review Appraiser’s FMVE form in the file [ ]  [ ]  [ ]

OFFER:

* *Correct Relocation Offer Letter presented* Click or tap to enter a date. *[ ]  [ ]  [ ]*
* *Offer letter presented in person [ ]  [ ]  [ ]*
* *Offer letter acknowledged by Displacee*  *[ ]  [ ]  [ ]*

Move Inventory RE-613-1 prepared [ ]  [ ]  [ ]

* *Pictures included in the file* *[ ]* *[ ]* *[ ]*
* *Floor plan drawing in the file* *[ ]* *[ ]* *[ ]*
* *Fluctuating inventory* *[ ]* *[ ]* *[ ]*
* *Inventory signed by the displaced person* [ ]  [ ]  [ ]
* *Inventory approved by the Relocation Reviewer*  [ ]  [ ]  [ ]

*Comments*

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YES NO N/A

Move Specification in file [ ]  [ ]  [ ]

* *Sequence/Order of the move discussed* *[ ]* *[ ]* *[ ]*

 *Timing of the move discussed* *[ ]* *[ ]* *[ ]*

* *Specific responsibility for each trade or craft discussed* *[ ]* *[ ]* *[ ]*
* *Disconnect/reconnect points identified* *[ ]* *[ ]* *[ ]*
* *Insurance cost for replacement value included* *[ ]* *[ ]* *[ ]*
* *Move to be completed during normal business hours* [ ]  [ ]  [ ]
* *Approved by the Relocation Reviewer* [ ]  [ ]  [ ]
* *Provided to the movers* [ ]  [ ]  [ ]

Self Move – Fixed Schedule [ ]  [ ]  [ ]

* *Fixed Schedule used on move of landlord’s personal property* *[ ]* *[ ]* *[ ]*
* *Detached structure on residential parcel*  [ ]  [ ]  [ ]

Self Move – Move Cost Finding [ ]  [ ]  [ ]

* *Move Cost Finding Memorandum includes Move Specifications* *[ ]* *[ ]* *[ ]*
* *Move Cost Finding under $2,500* *[ ]* *[ ]* *[ ]*
* *Request & Approval for MCF over $2,500 in the file* *[ ]* *[ ]* *[ ]*
* *Detailed Cost Estimate* *[ ]* *[ ]* *[ ]*
* *Documentation in file to support expenses used in cost estimate* [ ]  [ ]  [ ]

Self Move – Based on Bids [ ]  [ ]  [ ]

* *Agreement for Bidders Services (RE-614) in the file* *[ ]* *[ ]* *[ ]*
* *Move Bid(s) included in the file* *[ ]* *[ ]* *[ ]*
* *Two move bids secured* *[ ]* *[ ]* *[ ]*
* *Only one bid used for low cost move under $2,500* [ ]  [ ]  [ ]

Self Move – Bids Not Obtainable [ ]  [ ]  [ ]

* *Receipted payroll with: dates/hours for all who worked on the move* *[ ]* *[ ]* *[ ]*
* *Receipted equipment costs: dates/hours used* *[ ]* *[ ]* *[ ]*
* *Receipted invoices for contracted workers; plumbers, electricians* *[ ]* *[ ]* *[ ]*
* *Reasonable amount for vehicle or equipment owned by business* [ ]  [ ]  [ ]

*Comments*

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YES NO N/A

Commercial Move – Contract Move [ ]  [ ]  [ ]

* *Move bid(s) included in the file* *[ ]* *[ ]* *[ ]*
* *Two move bids secured* *[ ]* *[ ]* *[ ]*
* *Only one bid used for low cost move under $2,500*  [ ]  [ ]  [ ]

Additional Move Expenses [ ]  [ ]  [ ]

* *Transportation costs beyond 50 miles approved* *[ ]* *[ ]* *[ ]*
* *Disconnect/Reconnect, Dismantle/Reassemble reimbursed* *[ ]* *[ ]* *[ ]*
* *Replacement value insurance included* *[ ]* *[ ]* *[ ]*
* *Storage of personal property requested and approved by DREA* *[ ]* *[ ]* *[ ]*
* *Replacement value of property damaged during the move claimed* *[ ]* *[ ]* *[ ]*
* *Existing license, permit, certification reimbursed on remaining life* *[ ]* *[ ]* *[ ]*
* *Professional services reimbursed based on scope of services* [ ]  [ ]  [ ]
* *Re-lettering and reprinting correctly documented and reimbursed* *[ ]* *[ ]* *[ ]*
* *Direct Loss on property not replaced reimbursed* *[ ]* *[ ]* *[ ]*
* *Substitute equipment; lesser of cost + installation + proceeds of sale* *[ ]* *[ ]* *[ ]*
* *Substitute equipment; cost to move and install old equipment* *[ ]* *[ ]* *[ ]*
* *Search expense reimbursed (RE-618) up to $2,500* [ ]  [ ]  [ ]
* *Supervision of the move requested & approved by CO* *[ ]* *[ ]* *[ ]*
* *Payment(s) for overtime requested & approved* *[ ]* *[ ]* *[ ]*
* *Reimbursement of pits, pads, foundations* *[ ]* *[ ]* *[ ]*
* *Connection to utilities at the right-of-way reimbursed* *[ ]* *[ ]* *[ ]*
* *Reimbursement for Impact fees requested & approved* *[ ]* *[ ]* *[ ]*
* *Low value/High bulk reimbursed* *[ ]* *[ ]* *[ ]*
* *Loss of Goodwill claimed* *[ ]* *[ ]* *[ ]*
* *Economic Loss claimed*  [ ]  [ ]  [ ]

Re-establishment Expenses up to $10,000 reimbursed [ ]  [ ]  [ ]

* *Repairs of improvements as required by Federal/State Code/etc.* *[ ]* *[ ]* *[ ]*
* *Modifications necessary to accommodate the business* *[ ]* *[ ]* *[ ]*
* *Exterior signing to advertise the business* *[ ]* *[ ]* *[ ]*
* *Redecoration or replacement of soiled or worn surfaces* *[ ]* *[ ]* *[ ]*
* *Advertisement of the replacement location* *[ ]* *[ ]* *[ ]*

*Comments*

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YES NO N/A

* *Estimated increased costs pre-approved by the Agency* *[ ]* *[ ]* *[ ]*
* *Potential re-establishment costs pre-approved by the Agency* *[ ]* *[ ]* *[ ]*
* *Memo to File documenting re-establishment expenses in file* *[ ]* *[ ]* *[ ]*
* *Photographs before and after work is completed in the file* [ ]  [ ]  [ ]

Fixed Payment for Moving (In Lieu of Move and related expenses) [ ]  [ ]  [ ]

* *Personal property to be moved* *[ ]* *[ ]* *[ ]*
* *Contribute materially to persons income* *[ ]* *[ ]* *[ ]*
* *Number of businesses determined based on two or more businesses* *[ ]* *[ ]* *[ ]*
* *Business part of enterprise having more than three other entities* *[ ]* *[ ]* *[ ]*
* *Supporting Tax Documents in the file* *[ ]* *[ ]* *[ ]*
* *Memo to File request for payment eligibility submitted/approved* *[ ]* *[ ]* *[ ]*
* *Fixed Payment Calculation determined correctly* *[ ]* *[ ]* *[ ]*
* *Payment not less than $1,000 or more than $20,000* *[ ]* *[ ]* *[ ]*

Move Authorization Letter in file [ ]  [ ]  [ ]

Move monitored [ ]  [ ]  [ ]

Post Move Inspection completed [ ]  [ ]  [ ]

Revised FMVE

* *Court award/settlement* *[ ]* *[ ]* *[ ]*
* *Administrative Review* *[ ]* *[ ]* *[ ]*

Payment(s) documented with signed receipt or certified return receipt [ ]  [ ]  [ ]

Parcel has Adequate note [ ]  [ ]  [ ]

Loss of Goodwill Claim Submitted [ ]  [ ]  [ ]

Economic Loss Claim Submitted [ ]  [ ]  [ ]

Parcel Appealed [ ]  [ ]  [ ]

* *Appeal Granted* *[ ]* *[ ]* *[ ]*
* *Appeal Denied*  [ ]  [ ]  [ ]

*Comments*

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Dates:

Acquisition Offer: Date Click or tap to enter a date.

Letter of Eligibility Date Click or tap to enter a date.

Relocation Offer: Date Click or tap to enter a date.

Move Authorization Date Click or tap to enter a date.

Move Completed: Date Click or tap to enter a date.

Post Move Inspection Date Click or tap to enter a date.

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| --- | --- | --- | --- | --- | --- |
| Claims: Payment Type: | Date Agent Signed | Date Approved | Date Displacee Signed | Date of Rw Bill | Date Paid |
| 1) | Choose an item. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. |
| 2) | Choose an item. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. |
| 3) | Choose an item. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. |
| 4) | Choose an item. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. |
| 5) | Choose an item. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. |
| 6) | Choose an item. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. | Click to enter date. |

Comments:

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