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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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