|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 this parcel [ ]  [ ]  [ ]

* *RE-600 completed [ ]  [ ]  [ ]*
* *Pre-Acquisition Notes adequate [ ]  [ ]  [ ]*
* *Interview in person [ ]  [ ]  [ ]*
* *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 [ ]  [ ]  [ ]

* *FMVE correctly used in the determination* [ ]  [ ]  [ ]

Typical Home Site used in the determination [ ]  [ ]  [ ]

* *THSC computation completed correctly* *[ ]* *[ ]* *[ ]*
* *Revised THSC computed correctly* [ ]  [ ]  [ ]

Site DS&S [ ]  [ ]  [ ]

* *Replacement Site DS&S (RE-616 Completed)*  [ ]  [ ]  [ ]

Relocation Comparables & Additive Computation completed correctly [ ]  [ ]  [ ]

* *Revised Relocation Comparables & Additive Computation* *[ ]* *[ ]* *[ ]*
* *Comps field check* *[ ]* *[ ]* *[ ]*
* *Less than 3 comparables justified and approved by DREA* *[ ]* *[ ]* *[ ]*
* *Last resort housing justified and approved by DREA* *[ ]* *[ ]* *[ ]*
* *Site pictures in the file* *[ ]* *[ ]* *[ ]*
* *Pictures of the comparable in the file* *[ ]* *[ ]* *[ ]*
* *Site to Comparable Analysis complete and adequate* *[ ]* *[ ]* *[ ]*
* *Prime Comp confirmed available on the date of the offer* *[ ]* *[ ]* *[ ]*
* *Referrals provided. How Many \_* Choose an item. [ ]  [ ]  [ ]

Tenant Occupants:

* *Tenant Certification of Monthly Income in the file* *[ ]* *[ ]* *[ ]*
* *Proof of Site Rental Amount documented with rent receipt, lease, etc.* *[ ]* *[ ]* *[ ]*
* *Applicable Utility Schedule in the file and utilized correctly* [ ]  [ ]  [ ]

YES NO N/A

* *Proof Repl Site Rental Amt documented with rent receipt, lease, etc.* *[ ]* *[ ]* *[ ]*
* *Economic Rent utilized* *[ ]* *[ ]* *[ ]*
* *30% of Income utilized* *[ ]* *[ ]* *[ ]*
* *Contract Rent utilized* *[ ]* *[ ]* *[ ]*
* *Rent receipts or lease agreement for the replacement site 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*  [ ]  [ ]  [ ]

Revised FMVE

* *Court award* *[ ]* *[ ]* *[ ]*
* *Stipulation* *[ ]* *[ ]* *[ ]*
* *Administrative Review* *[ ]* *[ ]* *[ ]*
* *Revised Offer computed and presented correctly*  [ ]  [ ]  [ ]

Owner Occupants:

* *Signed Purchase Agreement in the file* *[ ]* *[ ]* *[ ]*
* *Mortgage on acquired site* *[ ]* *[ ]* *[ ]*
* *Mortgage note for the site in file* *[ ]* *[ ]* *[ ]*
* *Mortgage Note for the replacement site in the file* *[ ]* *[ ]* *[ ]*
* *Estimated Increased Interest computed correctly & and delivered* *[ ]* *[ ]* *[ ]*
* *Increased Interest computed correctly & documented in the file* *[ ]* *[ ]* *[ ]*
* *Closing Statement in the file* *[ ]* *[ ]* *[ ]*
* *Memo to File & Incidental Expenses computed correctly* *[ ]* *[ ]* *[ ]*
* *Copy of signed deed for the replacement site in the file* [ ]  [ ]  [ ]

Move:

* *RE-613 correctly completed* *[ ]* *[ ]* *[ ]*
* *RE-613 signed by the reviewer* *[ ]* *[ ]* *[ ]*
* *Pictures for 2 or more additional pay rooms included in the file* *[ ]* *[ ]* *[ ]*
* *Letter of Assignment to third party* *[ ]* *[ ]* *[ ]*
* *Move Authorization Letter in the file* *[ ]* *[ ]* *[ ]*
* *Post Move Inspection completed*  [ ]  [ ]  [ ]

Additional Move Expenses:

* *Transportation costs beyond 50 miles approved* *[ ]* *[ ]* *[ ]*
* *Disconnect / Reconnect, Dismantle / Reassemble reimbursed* *[ ]* *[ ]* *[ ]*
* *Replacement value insurance included* *[ ]* *[ ]* *[ ]*
* *Storage of personal property requested & approved* *[ ]* *[ ]* *[ ]*
* *Replacement value of property damaged during the move claimed* [ ]  [ ]  [ ]

Self Move – Fixed Rate Schedule Move utilized [ ]  [ ]  [ ]

YES NO N/A

* *Additional pay rooms requested, documented, and approved by DREA* [ ]  [ ]  [ ]

Self Move – Actual Cost Move utilized [ ]  [ ]  [ ]

* *Written Statement from the displacee estimating move costs in file* *[ ]* *[ ]* *[ ]*
* *Labor reimbursed based upon: actual dates / hours worked* *[ ]* *[ ]* *[ ]*
* *Equipment reimbursed based upon: paid receipts* *[ ]* *[ ]* *[ ]*
* *Materials reimbursed based upon: paid receipts* *[ ]* *[ ]* *[ ]*
* *Receipted invoices for contracted workers; plumbers, electricians* [ ]  [ ]  [ ]

Commercial Move – Contract Move [ ]  [ ]  [ ]

* *Two acceptable bids obtained signed and dated* *[ ]* *[ ]* *[ ]*
* *Bids “not to exceed”* *[ ]* *[ ]* *[ ]*
* *Payment based upon lowest of two bids*  [ ]  [ ]  [ ]
* *Insurance full coverage* [ ]  [ ]  [ ]

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

Miscellaneous support documentation in the file [ ]  [ ]  [ ]

Adequate Notes [ ]  [ ]  [ ]

Extension to claim approved by DREA [ ]  [ ]  [ ]

Parcel Appealed [ ]  [ ]  [ ]

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

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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: