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