

## ASSEMBLAGE OF DOCUMENTS FOR SECURED/CONDEMNED PARCELS

Prior to turning in secured or condemned parcels, you are to assemble the contents of the parcel, from top to bottom, as directed below:

### A. SECURED PARCELS

1. Parcel Evaluation & Checklist for Securing Parcels
2. Memorandums explaining any unusual situations and/or Special Payment Letter. (if any)
3. Administrative Settlement Letter (see # 26 Daily Notice)
- \*. Engineering Deed Envelope with the **original documents**: #4, #5, #6, #7.& #8
4. Original Warranty Deed (or other conveying instrument, paper clipped together)
5. Sales Disclosure Form, on line copy with deed (followed by original hand written copy if applicable) must have code and parcel number on each page, paper clipped togetherx
6. Original Environmental Disclosure Document (UST/Lead Paint paper clipped together)
7. Affidavits, Resolutions, etc. (paper-clipped together, if any)
8. Original Mortgage Release(s) if offer is \$10,000.00 or > (papered-clipped together) or a Mortgage Waiver Letter if offer is <\$10,000.00. (See Note # 8)
9. Two copies of the Warranty Deed (or other conveying instrument). Staple each copy together and stamp "Copy" on each page. (See Note)
10. Copy of the Sales Disclosure Form, Stapled together and stamped Copy, put Code & Parcel number on each page. (See Note)
11. Two copies of the Environmental Disclosure Document (UST/Lead Paint). Staple each copy together and stamp "Copy" on each page. (See Note)
12. Two copies of Affidavits/Resolutions, etc., if any, stamp "Copy" on each page. (See "Note")
13. Two copies of the: Mortgage Release(s) on offers \$10,000.00 or > or Mortgage Waiver Letter if offer is < \$10,000.00. Sample each copy together and stamp "Copy" on each page. (See "Note")
14. Acceptance of Offer
15. Claim Voucher or Claim Voucher with Claim Voucher Attachment.
16. Incentive Claim Voucher and Incentive Offer, if applicable. For the owner to receive the incentive, the securing documents must be signed within 30 days of the offer date.
17. Original W-9 / Vendor Information and two copies. Obtain the W-9 ASAP and submit a PDF copy within 24 hours to the Regional Program Director 1 and Administrative Assistant. (See Note)
18. Status Report
19. Appraisal Desk Review Form if applicable.
20. Appraisal Report: (Note: Statement of Just compensation must be signed by the Reviewer.)
21. Retention Letter (re: Salvage value from Property Management Section, if any)
22. Performance Bond, if any.
23. Formal Retention Agreement (re: major retentions, e.g., building, structures, etc., if any)
24. Retention of Ownership (fixtures and parts, if any)
25. Items Treated as Personal Property (if any)
26. Copy of Daily Relocation Notice (if any) copy must be turned in ( See note \* 26 )
27. Uniform Land or Easement Acquisition Offer Letter (If the offer was mailed, a signed green card or signed proof of delivery must be attached to page # 3.)
28. Receipt of Conveyance Instrument (stamp "Copy", See "Note")
29. Tax Receipts – on total or substantial acquisitions.
30. Tax Memo Letter, Tax Clause is to be on the deed. (Interim Period)
31. Buyer's Report, e-mails, any correspondence (Arrange by date with the most recent on top)
32. Miscellaneous Documents (buck sheets, Rec. & Route Slips, notes, land plats etc.)
33. Condemnation Report (if any);

34. Relocation Papers (if any);
35. Right of Entry (if any) original in parcel, e-mail a copy to the Regional Buying Program Director and the Administrative Assistant within 24 hours of obtaining.
36. Name Change Notice with conveyance document (Turn in a copy, See note \* 36 )
37. Supplemental Title and Encumbrance Report (Parcel to be submitted within 5 days of update.)
38. Title and Encumbrance Report, Original
39. Print "SECURED" or "CONDEMNED", Firm's Name, Buyer's Name and the total amount of the offer in the upper right hand corner of the parcel envelope.

**B. CONDEMNED PARCELS**

1. Parcel Evaluation Report
2. Condemned Report, all questions must be answered, insert N/A if it does not apply.
3. Buyer's Report, letters and e-mails (Arrange by date with the most recent on top)
4. Any letters or important papers,
5. Title and Encumbrance Update (Parcel must be submitted within 5 days of title update.)
6. Title and Encumbrance Report and/or title Guarantee
7. Daily Relocation Notice (if any);
8. Uniform Land or Easement Acquisition Offer Letter. (signed Green Card or signed proof of delivery must be attached to p. 3 if mailed.)
9. Relocation Papers (if any)
10. Miscellaneous Documents (buck sheets, Rec. & Route Slips, notes, land plats etc.)
11. Right of Entry (if any)
12. Blank Warranty Deed (or other Conveying instrument, in Engineering Envelope)
13. Appraisal Report
14. Print "CONDEMNED" Firms Name, Buyers Name and Dollar Amount of the offer in the upper right hand corner of the parcel envelope.

**NOTES**

The **CODE** and **PARCEL NUMBER** must be in the upper right hand corner of each page of the documents in the parcel. (Sales Disclosure Form, W-9, letters, e-mail, etc.)

Any **VOID DOCUMENTS**, i.e. offer letter, etc. should be marked "Void" at the bottom of the document and placed behind the current document.

Stamp **COPY** at the bottom of the page.

**\*8 & 13 Mortgage Waiver:** When using the mortgage waiver you must verify in writing that, "the owner and the financial institution both verified the owner is current on his payments".

**\*26. DAILY NOTICE:** Within 24 hours of making the offer you are to email the Daily Notice, as a word document attachment, to the: Regional Buying Program Director and Relocation Manager. If you make an Administrative Settlement and a residence is being acquired you must submit a Revised Daily Notice with a copy of the settlement letter.

**\*36. NAME CHANGE:** Within 24 hours, email a completed copy of the Name Change Document with a copy of the Conveyance Instruments to the two (2) Regional Buying Program Directors

Remove all documents from the parcel that are not needed: blank deeds, plats, plans, extra copies of offer letters, etc.