<<< LOCAL AGENCY NAME >>>

SECURED PARCEL CLOSEOUT LIST

Parcel packet contents must be maintained in the order described below for RW Agent submittal and any other reviews or audits.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OWNER****NAME:** |  | **DES:** |       | **PARCEL:** |       | **DATE SUBMITTED:** |       |
|  |  |  |  |
| **YES** | **NA** | **Form** | **Required Items** |
| [ ]  | [ ]  | Conveyance | All Conveyance Documents (Deeds, Easements, with Legal Descriptions) |
|  |  |  |  |
| [ ]  | [ ]  | T&E | Title and Encumbrance Report (with Caption Deed and Mortgage Documents marked in upper right corner) |
|  |  |  |  |
| [ ]  | [ ]  | Supp T&E | Supplemental Title and Encumbrance Report (dated within the last 30 days) If a name change; add both transfer documents (deed from current owner and deed to new owner) behind supplemental report. |
|  |  |  |  |
| [ ]  | [ ]  | Admin Settle | If applicable, Administrative Settlement with Documentation |
|  |  |  |  |
| [ ]  | [ ]  | Etc. | Any other relevant documents (Partial Mortgage Release, Affidavits or Resolutions.) |
| [ ]  | [ ]  | Acceptance | Acceptance of Offer page (usually page 4 of Uniform Offer) |
| [ ]  | [ ]  | Checks | Property owner check and any other relevant checks  |
|  |  |  |  |
| [ ]  | [ ]  | SJC w/ Appraisal /Review Appraisal | Statement of Just Compensation followed by all Appraisal Documents |
|  |  |  |  |
| [ ]  | [ ]  | Retention | If applicable, Retention Letter |
|  |  |  |  |
| [ ]  | [ ]  | Offer | Any Uniform Offer(s) ever presented to an Owner with corresponding Conveyance Documents attached. Must show Proof of Delivery (dates entered on page 3 of Offer for in-person offers, certified delivery confirmation for mailed offers or proof of publication). Include Letter to Rescind Offer if applicable. |
| [ ]  | [ ]  | Receipt of Conveyance | Acknowledgment of conveyance document received from owner |
| [ ]  | [ ]  | Acquisition | Documentation/verification that each property owner received the brochure. |
|  |  |  |  |
| [ ]  | [ ]  | Tax | Documentation showing taxes are current for Partial Takes / paid for current payable year for Total Takes.  |
|  |  |  |  |
| [ ]  | [ ]  | Reports & SNET Letter | All Buyers Reports (in chronological order, most current first) with SNET Letter at end |
|  |  |  |  |
| [ ]  | [ ]  | NA | Face to Face Meeting Required |
|  |  |  |  |
| [ ]  | [ ]  | Action Item Form - Improvements In the ROW | Confirmation of Required Action |
|  |  |  |  |
| [ ]  | [ ]  | Excess Land – Required Action | Confirmation of Required Action |
|  |  |  |  |
| [ ]  | [ ]  | Correspondence | All Emails and Correspondence (in chronological order, most current first)  |
|  |  |  |  |
| [ ]  | [ ]  | Misc | Miscellaneous Papers pertinent to the Parcel (Survey Documents, Engineering Documents and Plans, etc.) |
|  |  |  |  |
| [ ]  | [ ]  | ROE | Right of Entry, if any |
|  |  |  |  |
| [ ]  | [ ]  | Name Change | If applicable, Land Acquisition Name Change, with Conveyance Documents attached.  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **COMPLIANCE CERTIFICATION** |
| *I,* AGENT NAME & TITLE, AGENT COMPANY*, certify that this submittal is made in good faith; that the supporting data is accurate and complete to the best of my knowledge and that this submittal is in accordance with 49 CFR Part 24, PL 91-646 and IC 32-24 and that all applicable rules and regulations of the Federal Highway Administration have been complied with.* |
|  |  |
|  | (Signature) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: AGENT PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: AGENT EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
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|  |  |  |  |

**All parcels to be submitted in the order of the closeout list**

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| --- | --- | --- | --- |
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