PROPERTY ACQUISITION

INDIVIDUAL PARCEL FILE REQUIREMENTS

The following information on each parcel acquired, as appropriate, must be included in the files:

	File	Voluntary	Non-Voluntary
1.	Title search/Clearance of Title	√	√
2.	Notice of Interest in Acquiring Property	√	
3.	Notice of Intent to Acquire Property (plus verification of receipt)		√
4.	Notice to Tenants	√	√
5.	Notice of Appraisal/Invitation to Accompany Appraiser	√	√
6.	Appraisal Report	√	√
7.	Documentation supporting waiver of review appraisal	√	
8.	Review Appraisal	√	√
9.	Estimate of Fair Market Value	√	√
10	Written Offer to Property Owner (plus verification of receipt)	√	√
11	Summary Statement of Basis of Just Compensation		√
12	Statement of Settlement	√	
13	Documentation to Support Waiver of Submission to ODOC	√	√
14	Documentation of Final Offer		√
15	Contract of Sale (plus other legal documentation)	√	√
16	Payment Documentation	√	√
17	Waiver of Appraisal Rights	√	√
18	Waiver of Just Compensation Rights		√
19	Notice of Intent Not to Acquire (plus verification of receipt)	√	√
20	Evidence of Court Deposit	**X**	√
21	Court Resolution	**X**	√
22	General Correspondence	√	√
23	ODOC Monitoring Documentation	√	√

√ Applicable

X Not permitted