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| **PROJECT INFORMATION** |
| Agency:  | Spot Check Date:  |  |
| Project: | Final Review Date: |  |
| FA No: | Owner: |
| Enter date plan first approved, and date last of last revision, if any.R/W plan approval date:  | Reviewer name:  |
| **PARCEL INFORMATION** |

Please show acquisition type and area sizes. [fee, easement (ESMT) including purpose, lease, TCE, permit, R/E, Quit Claim Deed (QCD) ] Add additional rows as needed.

|  |  |  |  |  |
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| **Parcel No.** | **Acquisition Type** | **Area Size** | **Acquisition Type** | **Area Size** |
|  |  |  |  |  |
|  |  |  |  |  |

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| Acquisition area matches? Y / N |
| **NEGOTIATOR'S RECORDS** |
| Adequate diary:  | Y / N  | Signed by: | Date:  |
| Disclaimer statement:  | Y / N  | Signed by:  | Date: |
| **APPRAISAL/JUST COMPENSATION (JC)** |
| Larger Parcel issue (other than tax lots)? Y / N  | Joint inspection offered: Y / N / NA Inspection Date: |
| Tenant Improvements? Y / N  | WSDOT Appraiser/Review List? Y / N  |
|

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| --- | --- | --- | --- |
| AOS Date/$ | #1 | #2 | #3 |
| Appraisal Date/$ | #1 | #2 | #3 |
| Review Date/$ | #1 | #2 | #3 |
| JC Date/$ | #1 | #2 | #3 |

 |
| **OFFER/SETTLEMENT** |
| Offer Letter Dated: Amount:  | $ | Letter format: ☐Appraisal ☐ Waiver |
| Any offers Prior to NEPA? Y/N/None | Eminent Domain used (Pre-NEPA)? Y/N  | Offer of SEA (Pre-NEPA)? Y/N |
| 1st Revised Offer: Y/N Date(s) Amount: | $ | Language consistent with Waiver? Y/N |
| 2nd Revised Offer: Y/N Date(s) Amount: | $ | **SEA**: Offered Y/N Claimed Y/N Invoice Y/N |
| Offer made verbally? Y/N | If no, explanation in diary? Y/N  | Proof of receipt of delivery of written offer? Y/N |
| Administrative Settlement Amount over JC: | $ | Settlement Adequately Justified? | Y / N / NA |
| Total Final Settlement: | $ | Settlement Approval Date:  |
| **MISCELLANEOUS** |
| Uneconomic Remnant:  | Y / N / NA |  | Offer Made for Remnant | Y / N / NA |
| Remnant Value: | $ |  |
| Donation:  | Y / N / NA |  | Donation Letter Received Date: |  |
| Proper Format: | Y / N / NA |  | **Relocation Required**: Y/N/NA In Letter: Y/N/NA |
| **PAYMENTS (delete unused rows)** |
| **Check#, warrant#, wire transfer #, Closing Statement escrow#, etcProof Type** | **Identifier** | **$ Amount** | **Date** | **Purpose (JC, SEA, P&U, etc.)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **TITLE REPORTS/POLICY (delete unused rows)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parcel No.** | **Title Company** | **Order #** | **Date** | **Exceptions clear?** | **Risk OK?** |
|  |  |  |  | Y/N | Y/N/NA |
|  |  |  |  | Y/N | Y/N/NA |

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| **CONVEYANCE / CLEARANCE DOCUMENTS** |
| **Type (SWD, Esmt. etc.)** | **Dated** | **Recording #** | **Date Recorded** | **Legal OK?** | **Notary OK?** |
|  |  |  |  | Y / N | Y / N |
|  |  |  |  | Y / N | Y / N  |
|  |  |  |  | Y / N | Y / N |
| **NOTES** |