

Louis' Checklist for Acquisition:

The first items checked to see if they are in the project file are:

- Proof of environmental clearance (date)**
- Authorization to proceed from FHWA (copy or date issued)**
- Certification of Right of Way form (unless project not closed)**
- Copy of Appraisal or waiver of appraisal form (scope of Work)**
- Copy of review appraisal (Scope of Work)**
- Copy of memo setting what is believed to be "Just Compensation"**
- Copy of signed offer letters and summary statements**
- Copy of 100% plans with ROW marked**
- Copy of completed and signed agent's contact log/diary**
- Copy of all property owners' correspondence**
- Copy of all e-mails**
- Copy of waiver of compensation (donation form) if used**
- Copy of all administrative settlements**
- Copy of all conveying instruments**
- Copy of all condemnation proceedings and related correspondence**