

R/W ACQUISITION AUDIT CHECKLIST

ACQUISITION AGENCY: GDOT / LOCALS IF LOCAL: SPONSOR'S NAME: _____

PROJECT NO.: _____ COUNTY: _____ P.I. #: _____ PARCEL NO: _____

ACQUISITION MANAGER: DISTRICT R/W TEAM MANAGER / LOCAL SPONSOR / LOCAL SPONSOR
CONSULTANT / GDOT CONSULTANT (circle one) NAME: _____

LOCAL GOVT. COORD. / CONSULTANT COORDINATOR / TEAM MGR OR MEMBER NAME: _____

TYPE ACQUISITION INTEREST: Land Owner / Tenant / Sign or Billboard Owner / Other (circle one)

PARCEL NEGOTIATOR: _____

VALUATION METHOD USED: APPRAISAL SALES COST N/A - DRIVEWAY
(circle one) REPORT DATA BOOK (NFS) ESTIMATE (NFS) EASEMENT ONLY

1. _____ TITLE OPINION / FINAL TITLE (circle one or both)
2. _____ EXECUTED WAIVER LETTER (required for NFS or Donation)
3. _____ WRITTEN OFFER LETTER (in person OR owner requested mail - out) (circle one)
4. _____ STATEMENT OF ESTIMATED VALUES (Summary Statement)
5. _____ RECEIPT FOR R/W BROCHURE
6. _____ AVAILABILITY OF INCIDENTAL PAYMENTS LETTER
7. _____ OPTION STATEMENT
8. _____ APPROVED ADMINISTRATIVE SETTLEMENT ANALYSIS
9. _____ SETTLEMENT AND DISBURSEMENT STATEMENT
10. _____ RECORDED DEED / RECORDED EASEMENT / COPY OF CONFORMED PETITION (circle one)
11. _____ ESTIMATE OF APPRAISAL CALCULATION FORM / COPY OF DATA BOOK'S APPROVED RANGE OF VALUES
(For NFS Data Book only)
12. _____ COPY OF ORIGINAL SIGNED, DATED COST ESTIMATE COVER SHEET WITH SUPPORTING DOCUMENTATION
INCLUDING SUBJECT & SALES ANALYSIS SHEET / COMPARABLE SALES DATA SPREADSHEET / LOCATION MAP /
PHOTO SHEET, etc. (For NFS Cost Estimate only)
13. _____ NEGOTIATION RECORD (legible / detailed / dated / signed)
14. _____ REVIEW APPRAISER'S FORM

*Some items above may not be applicable for every parcel file and should be noted as N/A when "not applicable".

COMMENTS: _____

RATING OF FILE: PASS / DID NOT PASS / CORRECTIVE ACTION _____

AUDITOR'S PRINTED NAME / SIGNATURE / DATE: _____ (DATE)

AUDITOR'S PRINTED NAME / SIGNATURE / DATE: _____ (DATE)