

Figure 5.2H
Negotiation Packages* – Offer Letters

<p><u>Standard Owner</u></p> <ul style="list-style-type: none"> • Offer Letter • Statement of Est. Value • Receipt & Brochure • Incidental Payment • Option/Plat • Owner's Acknowledgement • Receipt of Plans** 	<p><u>(2) Uneconomic Remnant Owner</u></p> <p>Offer Letter Statement Est. Receipt/Brochure Incidental Pmt Option/Plat Acknowledgement</p>	<p><u>(3) Under \$10,000 Owner (Cost Est.)</u></p> <p>Offer Letter Statement Est. Receipt/Brochure Incidental Pmt Option/Plat Acknowledgement</p> <p>(Waiver letter not required)</p>	<p><u>(4) Leased Fee Owner</u></p> <p>Offer Letter Statement Est. Receipt/Brochure Incidental Pmt Option/Plat - Total Option/Plat – L. Fee Acknowledgement</p>
<p><u>(5) NFS Owner(Data Book) Under \$25,000</u></p> <p>NFS Offer Letter Waiver/Donation Letter Statement Est. Receipt/Brochure Incidental Pmt Option/Plat Acknowledgement</p>	<p><u>(6) D/W Only Owner</u></p> <p>Negotiation Letter Driveway Easement Receipt/Brochure Acknowledgement</p>	<p><u>(7) Leasehold Tenant</u></p> <p>Offer Letter Statement Est. Receipt/Brochure Incidental Pmt Option/Plat–L. Hold Acknowledgement</p>	<p><u>(8) Imp/T. Fixture Tenant</u></p> <p>Offer Letter Statement Est. Receipt/Brochure Incidental Pmt Option/Plat Acknowledgement</p>
<p><u>(9) Trade Fixture Sign Only</u></p> <p>Offer Letter Sign Release Receipt/Brochure Acknowledgement</p>	<p><u>(10) Advance Acquisition Hardship</u></p> <p>Hardship Offer Letter Statement Est. Receipt/Brochure Incidental Pmt Option/Plat Acknowledgement</p>	<p><u>(11) Advance Acquisition Protective Buy</u></p> <p>Same as #1, Standard Owner</p>	<p><u>(12) Condominium Units</u></p> <p>Condo Offer Letter A Condo Offer Letter B Statement Est. Receipt/Brochure Incidental Pmt Option/Plat Acknowledgement</p>
<p><u>(13) Townhouse Units</u></p> <p>Townhse Offer Letter A Townhse Offer Letter B Statement Est. Receipt/Brochure Incidental Pmt Option/Plat Acknowledgement</p>	<p><u>(14) State Employees or Public Officials</u></p> <p>Offer Letter Statement Est. Receipt/Brochure Incidental Pmt Option/Plat Acknowledgement</p>	<p><u>Acknowledgement of Access Rights</u></p> <p>To be included in all offer packages where limit of access rights are proposed.</p>	<p><u>Condemnation Request</u></p> <p>Condemnation Request Form Condemnation Service Addresses Preliminary Title Report Appraiser Affidavit (properly executed) Any special instruction</p>

*All files are to maintain “NEGOTIATION LOGS”; **Separate file logs for Relocation and for each interest (i.e., signs, tenants)**

- The Negotiation Package involving a Relocation Remainder is the same package used for an Uneconomic Remnant.
- The Negotiation Packages involving Life Estate/Remainder-man interests are the same packages used for Leased Fee/Leasehold interests

**Owners Acknowledgement of Receipt of Plans to be included as part of ALL offer packages