

MEMORANDUM OF NEGOTIATIONS ACQUISITION/RELOCATION ASSISTANCE RECORD

NAME	NATURE OF INTEREST
ADDRESS	EMAIL
PHONE	ALTERNATIVE PHONE
NAME	NATURE OF INTEREST
ADDRESS	EMAIL
PHONE	ALTERNATIVE PHONE
NAME	NATURE OF INTEREST
ADDRESS	EMAIL
PHONE	ALTERNATIVE PHONE
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ADDRESS	EMAIL
PHONE	ALTERNATIVE PHONE

Additional interests on attached sheets

PROPERTY ACQUIRED: <input type="checkbox"/> VACANT <input type="checkbox"/> IMPROVED	OCCUPANCY: <input type="checkbox"/> OWNER <input type="checkbox"/> TENANT
TYPE OF TAKE: <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL	CONVEYANCE: <input type="checkbox"/> FEE <input type="checkbox"/> EASEMENT <input type="checkbox"/> CONSENT
RELOCATION: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> BUSINESS <input type="checkbox"/> PERSONAL PROPERTY	

I HEREBY CERTIFY THAT: No agreements, considerations, or promises were made or given other than those contained in the written agreement which was procured without threats to or coercion by either party. I understand that the property is to be used in connection with a Federal Aid highway project, and I have no direct or indirect present or contemplated future personal interest in the property or any benefit from the acquisition of the property.

SIGNATURE	NAME/TITLE	DATE
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Control Section	Parcel	Name
Job Number	Federal Item Number	Federal Project Number

IF ANY STATEMENT IS MARKED “NO”, THE REASON FOR NON COMPLIANCE IS INDICATED IN THE MEMO OF NEGOTIATIONS ON THE FOLLOWING PAGE(S).

YES	NO	N/A	
GENERAL ACQUISITION			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACCURACY REVIEW: Inspected the property and reviewed ROW plans, legal description and appraisal/market study for accuracy and consistency prior to the initiation of negotiations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TITLE: Verified that title is less than 6 months old. Verified with the property owner that title is correct.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROJECT OVERVIEW: Explained the project, project schedule and right of way plans (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOOD FAITH OFFER LETTER: Presented a written good faith offer letter to all parties of interest. Verified the amount in the good faith offer letter agrees with the approved recommended compensation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACQUISITION PROCESS: Explained the acquisition process, including review of plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VALUATION: Discussed and provided a copy of the appraisal/market study.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACQUISITION BOOKLET: Provided MDOT's Public Roads & Private Property booklet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLEARANCE: Explained retention of improvements & extended occupancy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONDEMNATION: Explained the eminent domain process, if applicable.
GENERAL RELOCATION			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RELOCATION PROCESS: Explained the relocation process and offered assistance to all occupants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RELOCATION ELIGIBILITY NOTICE: Provided all eligible displacees a Relocation Eligibility Notice (Form 626).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RELOCATION BOOKLET: Provided MDOT's Your Rights & Benefits booklet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLAIM PROCESS: Explained relocation claim filing requirements and left a copy of a Relocation Claim Form (Form 677 or Form 679).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RELOCATION APPEALS: Explained the relocation appeal process.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POST RELOCATION: Offered post relocation assistance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CLOSE OUT: Processed all relocation claims and closed out relocation file.
RESIDENTIAL RELOCATION			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REPLACEMENT HOUSING PAYMENT (RHP): Explained eligibility for Housing Supplement, Rental Supplement or Purchase Down Payment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INCIDENTAL CLOSING COSTS: Explained eligibility for incidental closing costs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INCREASED INTEREST DIFFERENTIAL: Explained eligibility for increased interest differential.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MOVING: Explained eligibility for moving payment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DS&S: Explained Decent, Safe & Sanitary requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TENANT: Contacted all tenants within 7 days of initiation of negotiations.
BUSINESS RELOCATION			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REESTABLISHMENT: Explained eligibility for reestablishment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FIXED PAYMENT: Explained eligibility for fixed (in lieu of) payment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MOVING: Explained eligibility for moving payment.

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