

UNSECURED PARCEL REQUIREMENTS
(Send 2 duplicate packages in this order)

MDOT 0650 (02/15)

FORM #	FORM NAME	MUST HAVE	MAY HAVE	✓
734	Unsecured Transmittal <ul style="list-style-type: none"> • If Consent to Grade is included, give “per year” figure + number of years it covers • If applicable, include federal item & project numbers • Verify job number is active 	✓		<input type="checkbox"/>
605	Report of Unsecured ROW - Verify amounts are consistent with Form 734	✓		<input type="checkbox"/>
N/A	Signed Good Faith Offer Letter	✓		<input type="checkbox"/>
652	Release of Damages		✓	<input type="checkbox"/>
N/A	Fixture list – attached to Option		✓	<input type="checkbox"/>
640C	Consent to Grade		✓	<input type="checkbox"/>
643	Option for Easement Release		✓	<input type="checkbox"/>
695	Right of Entry		✓	<input type="checkbox"/>
749	Possession & Use Agreement		✓	<input type="checkbox"/>
728	Minor Construction Changes		✓	<input type="checkbox"/>
N/A	Title Commitment – Must be less than 6 months old	✓		<input type="checkbox"/>
N/A	Divorce Decree, Death Certificate, Financing Statement, Release of Mortgage, etc.		✓	<input type="checkbox"/>
727	Memo of Negotiations	✓		<input type="checkbox"/>
N/A	Completed W-9	✓		<input type="checkbox"/>
626	Relocation Eligibility Notice	✓		<input type="checkbox"/>
799	Preliminary Interview	✓		<input type="checkbox"/>
625B	Replacement Housing Determination		✓	<input type="checkbox"/>
625C	Replacement Rental Determination		✓	<input type="checkbox"/>
679	Relocation Claim – Residential		✓	<input type="checkbox"/>
677	Relocation Claim – Business, Farm, Non-Profit		✓	<input type="checkbox"/>
N/A	Miscellaneous Correspondence - most recent on top		✓	<input type="checkbox"/>
717	Acknowledgement Examination of Appraisal		✓	<input type="checkbox"/>
N/A	Appraisal with Appraisal Review attached to front (2 copies)	✓		<input type="checkbox"/>
621	Building Report, if applicable	✓		<input type="checkbox"/>
TECHNICAL	<ul style="list-style-type: none"> • Description and area in the package corresponds with the required ROW on the latest revised final plans • If remainder is being acquired, must be included in the legal description being submitted. • Condemnation description written and transmitted electronically to Lansing Tech Unit and Condemnation Unit • .dgn plan files placed in Projectwise 	✓		<input type="checkbox"/>
REMIS	<ul style="list-style-type: none"> • Parcel Folder – Appraisal & Appraisal Review screens completed (with \$ entered). • Parcel Folder - Identify if Excess is acquired. • Preliminary Folder – All Land Parties and Addressed entered, including Fixture parties (if applicable) 	✓		<input type="checkbox"/>

Control Section	Parcel	Name
Job Number	Federal Item Number	Federal Project Number