

KYTC PAYMENT/CONDEMNATION SUBMITTAL REQUIREMENTS

ACQUISITION PAYMENT SUBMITTAL PACKET REQUIREMENTS:

- (a) Payment Summary
- (b) Memorandum of Understanding
- (c) Business Meeting Minutes or Corporate Resolution granting signing authority, Copy of Active Status/Good Standing sheet from Secretary of State Website, W9 Tax Form (Tax Classification filled out for LLC) SEE ROW Manual 806-2
- (d) Administrative Settlement with all needed approvals
- (e) Record of Contacts **and Correspondence**
- (f) Notice of Proposed Acquisition Letter (Rev. 5/2017)
- (g) FMV Offer to Purchase Letter
- (h) Parcel Summary of Encumbrances & Leases
- (i) MAR computation & MAR Range of Values & Color Photos
- (j) Excess Property Acquisition: Color copy of plat on entire plan sheet with calls, Excess Property Purchase document with amounts, and property description included on the KROWDS form
- (k) Finalized copy of the Deed (completed back source, correct project numbers, Excess paragraph if needed, and signed by all property owners)
- (l) Title Report Cover Sheets (TC-11-18 Version 6/2014) and copies of any document mentioned in the back source of the KYTC Deed (Source Deed, Will, Affidavit of Descent, Etc.)

CONDEMNATION SUBMITTAL PACKET REQUIREMENTS:

EXCESS PROPERTY IS NOT CONDEMNED – DO NOT INCLUDE IN PACKET

- (a) Condemnation Pay Statement
- (b) Copy of Status/Standing sheet from Secretary of State Website, If obtainable - W9 Tax Form (Tax Classification filled out for LLC)
- (c) Record of Contacts **and Correspondence** (10 Day Letter/Final Notice of Condemnation Letter, Use Central Office format provided only, Must be sent via certified mail by Project Manager/Supervisor), and any other documentation pertaining to the negotiations
- (d) Notice of Proposed Acquisition Letter (Rev. 5/2017)
- (e) FMV Offer to Purchase Letter
- (f) Parcel Summary of Encumbrances & Leases
- (g) Appraisal Report or MAR computation with MAR Range of Values and Color Photos
- (h) Finalized Deed of Conveyance/Deed of Easement/Grant of Easement to KYTC prepared by Staff/Closing Attorney. (Include and attach [Microsoft Word Version of Deed of Conveyance/Deed of Easement/Grant of Easement separately for OLS.](#))
- (i) **Updated** Title Report Cover Sheets (TC-11-18 Version 6/2014) and copies of any document mentioned in the back source of the KYTC Deed (Source Deed, Will, Affidavit of Descent, Etc.)
- (j) Colored plan sheet(s) indicating the property to be acquired