| **COUNTY** | **ITEM NO.** | **PARCEL** | **NAME** |
| --- | --- | --- | --- |
|       |       |       |       |
| **PROJECT NO.** | **FEDERAL NUMBER** | **PROJECT** |
|       |       |  |
| ***BUYER'S CONTACTS*** | ***RELOCATION AGENTS' CONTACTS*** |
| During the course of negotiations I have: | Relo Type: |       | [ ]  | Owner | [ ]  | Tenant |
| [ ]  | Verified the title facts | **Owner occupied residential relocations** | All relocations | **Date** |
| [ ]  | Explained the acquisition and showed the plans | Offer is: | [ ]  | Total | [ ]  | Partial | Occupancy |       |
| Subject parcel is: | [ ]  | Typical size home site | Initial work sheet |       |
| [ ]  | Viewed the property with the owner or their designated contact person | [ ]  | Larger than typical | [ ]  | Higher & Better Use | Furnished brochure |       |
| [ ]  | Multi-Use | [ ]  | Multi-Family | Updated work sheet |       |
| [ ]  | Made the approved offer of | Is the remainder declared an uneconomic remnant? | Notice of intent |       |
| $       |  | [ ]  | Yes | [ ]  | No | [ ]  | DNA | Offer to purchase |       |
| [ ]  | Made an offer to purchase the uneconomic remnant | Is the remaining home site a buildable lot? | Relocation offer |       |
|  | [ ]  | Yes | [ ]  | No | [ ]  | DNA | Offered adv. Asst. |       |
| [ ]  | Explained eligibility and procedures for claiming reimbursement of incidental expenses |  | **Total Acq** | **Partial Acq** | Declined  | [ ]  |
| Amount of FMV Offer |       |       | Accepted  | [ ]  |
| [ ]  | Explained the owner's option to retain the improvement(s) for the(ir) salvage value, and the requirements for a performance bond, the removal requirements and the time allowed for removal | Acquisition Price |       |       | *by:* |       |
| Date revised RHP was approved |       | Parcel possession |       |
| Did owner retain dwelling? |       | 30 Days expire |       |
| [ ]  | Explained closing procedures | Amount of salvage value |       | Moved |       |
| ***Buyer's Signature*** | ***Relocation Agents' Signatures***  |
| *Note: Each written record of contact with a property owner, tenant or contact person for either of these, is to be completed within a reasonable time. Each contact is also to include the date, time, and place of meeting, the names of all individuals present, and questions asked and answers given or not given. Buyer's contacts are to summarize the issues discussed in each meeting including the amount of the offer made, counter offers, reasons a settlement could not be reached, and any other pertinent data. Relocation assistance contacts are to summarize all issues discussed including the dates and manner in which required notices are given, the amount of each benefit offered and eligibility requirements for each benefit, and document the circumstances under which a displacee does or does not qualify for potential benefits.* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** |       | **Time** |       | **Place** |       |
| **List all individuals present.** |       |
|       |
|  |  |
|  | **Agent’s Signature** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** |       | **Time** |       | **Place** |       |
| **List all individuals present.** |       |
|       |
|  |  |
|  | **Agent’s Signature** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** |       | **Time** |       | **Place** |       |
| **List all individuals present.** |       |
|       |
|  |  |
|  | **Agent’s Signature** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** |       | **Time** |       | **Place** |       |
| **List all individuals present.** |       |
|       |
|  |  |
|  | **Agent’s Signature** |