

Item # _____

3/17/2021

Parcel # _____

County _____

KYTC PARCEL FILE CLOSEOUT CHECKLIST

All files should have blank copy of Property Owner Opinion Survey inserted

Check or N/A **ACQUISITION COMPLETE:**

- **Copy** of the Recorded Deed of Conveyance/Deed of Easement/Grant of Easement and any Release. **Original** sent to Central Office for permanent filing
- Check Receipt and Copy of the Check
- Reimbursement letter for real estate taxes and/or fencing letter
- **Approved** Payment Summary (TC-62-209 Version 7/2015)
- Memorandum of Understanding (Original) (TC-62-235)
- Business/Corporate Resolution and/or Meeting Minutes, Copy of Active Status/Good Standing sheet from Secretary of State Website, W9 Tax Form
- **Approved** administrative settlement with all needed approvals
- Record of Contacts (Original) **and Correspondence** (e-mails, letters, Etc.)
- Letter responding to counter proposal
- Letter requesting counter proposal (“10 day letter”)
- Notice of Proposed Acquisition Letter (Rev. 5/2017)
- FMV Offer to Purchase Letter
- **Approved** Parcel Summary of Encumbrances & Leases
- Appraisal Report or **Approved** MAR computation & **Approved** MAR Range of Values & Color Photos
- Excess Property Acquisition: Color copy of plat, **Approved** Excess Property Purchase document with amounts , and property description
- Title Report (TC-11-18 Version 6/2014) (Deeds, Wills, Leases, Affidavit of Decent, Mortgage(s)/Lien(s), Mortgage/Lien Releases, Etc.)
- Title Report **Update** (Signed and Dated on Title Report prior to closing)

CONDEMNATION PARCEL:

- **Approved** Condemnation Pay Statement with Legal Updates
- Copy of IOJ (Interlocutory Order of Judgement)
- Copy of ROE (Right of Entry)
- Record of Contacts (Original) **and Correspondence** (e-mails, letters, Etc.)
- Letter responding to counter proposal
- Letter requesting counter proposal (“10 day letter”)
- Notice of Proposed Acquisition Letter (Rev. 5/2017)
- FMV Offer to Purchase Letter
- **Approved** Parcel Summary of Encumbrances & Leases
- Appraisal Report or **Approved** MAR with **Approved** MAR Range of Values and Color Photos
- **Copy of Recorded Deed of Conveyance/Deed of Easement/Grant of Easement (If available from Legal)**
- Title Report (TC-11-18 Version 6/2014) (Deeds, Wills, Leases, Affidavit of Decent, Mortgage(s)/Lien(s), Mortgage/Lien Releases, Etc.)
- Title Report **Update** (Signed and dated on Title Report)
- Colored plan sheet(s) indicating the property to be acquired (8.5” x 11”)

THIS IS TO CERTIFY THAT I HAVE CHECKED THE FILE AND FOUND ITEMS TO BE COMPLETE AND IN ORDER.

DATE: _____ SIGNATURE: _____