

NON RESIDENTIAL RELOCATION PARCEL CHECK LIST

County	Item #	Parcel #	Name
Project Number		Federal #	Project
1100 FD04 059 72003 01R			
Relocation Type:	<input type="checkbox"/> Business <input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Farm <input type="checkbox"/> Non-Profit	<input type="checkbox"/> Sign <input type="checkbox"/> Owner <input type="checkbox"/> Tenant
Move Estimates			
221	Payment Summary	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	W-9	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	Signed Copy of Bid	YES <input type="checkbox"/>	
	Bill From Mover	YES <input type="checkbox"/>	
77	Record of Contacts	YES <input type="checkbox"/>	
Non-Residential Move Payment			
221	Payment Summary	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	W-9	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
207	Nonresidential Payment Request	YES <input type="checkbox"/>	
206	Moving Expense Estimate/Bid	YES <input type="checkbox"/>	
	Bill from Mover	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	Estimate/Bid From Movers	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	Bills & Receipts	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
68	Certified Inventory	YES <input type="checkbox"/>	
77	Record of Contacts	YES <input type="checkbox"/>	
High Bulk Low Value, or Direct Loss, or Substitutue Personal Property			
221	Payment Summary	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	W9	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
207	Nonresidential Payment Request	YES <input type="checkbox"/>	
68	Certified Inventory	YES <input type="checkbox"/>	
	Approved Memo	YES <input type="checkbox"/>	
	Bill of Sale	YES <input type="checkbox"/>	
77	Record of Contacts	YES <input type="checkbox"/>	
In Lieu of Payment			
221	Payment Summary	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	W-9	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	Approved Memo	YES <input type="checkbox"/>	
232	Nonres. Fixed Rate Move Request	YES <input type="checkbox"/>	
68	Certified Inventory	YES <input type="checkbox"/>	
	Certified Tax Records 2 years	YES <input type="checkbox"/>	
77	Record of Contacts	YES <input type="checkbox"/>	
Reestablishment Pay			
221	Payment Summary	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	W-9	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	Approved Memo	YES <input type="checkbox"/>	
231	Reestablishment Pay Req.	YES <input type="checkbox"/>	
229	Before and After Pictures	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	Bills, Receipts & Canceled Checks	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
77	Record of Contacts	YES <input type="checkbox"/>	
Searching Expenses			
221	Payment Summary	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	W-9	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
207	Nonresidential Payment Request	YES <input type="checkbox"/>	
230	Search Expense Log	YES <input type="checkbox"/>	
	Bills, Receipts & Canceled Checks	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
77	Record of Contacts	YES <input type="checkbox"/>	
Storage Payment			
221	Payment Summary	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	W-9	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	Approved Memo	YES <input type="checkbox"/>	
207	Nonresidential Payment Request	YES <input type="checkbox"/>	
	Bills & Receipts	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
77	Record of Contacts	YES <input type="checkbox"/>	
Parcel Closeout Completeion			
210	Relocation Benefits Summary	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
68	Ceritfied Inventory Verifying Move	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
208	or 228 Worksheet	YES <input type="checkbox"/>	
	90 Day Offer Letter	YES <input type="checkbox"/>	
	30 Day Notice Letter	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
	Move Authorization (w/ \$ amount)	YES <input type="checkbox"/>	
	Other Relevant Correspondence	YES <input type="checkbox"/>	DNA <input type="checkbox"/>
77	Complete Record of Contacts	YES <input type="checkbox"/>	
	Copy of Appraisal for the file	YES <input type="checkbox"/>	DNA <input type="checkbox"/>

Agent: _____

Date: _____

Checked By: _____