

Appraisal offering package checklist

	Appraisal Guidelines and Agreement (RE1003)
	Copies of completed appraisal(s) made on parcel. *Does not include draft appraisal(s)
	Copies of project's R/W plat showing owner's affected property, highlighted
	Initiations of negotiations letter
	Legal description
	Map showing all property affected by project
	Names of at least ten or more neighboring property owners to whom offers will be made
	Proposed Agreement for Purchase and Sale of Real Estate
	Conveyance Document
	Statement to the Construction Engineer
	W-9, if applicable
	Brochure
	Authorization for Partial Release or Satisfaction of Mortgage
	Self-addressed stamped envelope
	Business card/contact information
	Plan sheet
	Aerial overlay
	Copies of quit claim deeds if other parties of interest

Owner Name	
Project ID	
Parcel #	
Date offer given	
Method given	<input type="checkbox"/> hand delivered <input type="checkbox"/> certified mail

Official Forms are housed in READS