

## A Toolbox for LPAs

Updated 11/2022

Items described and included in this “LPA toolbox” serve as a summary and overview. This is a condensed version of procedures and samples of required documents when acquiring real estate for construction projects with state and/or federal money used anywhere in the project. It is important to remember that other forms and documentation are required. Municipalities must contact their Local Program Real Estate Project Manager (LPREPM) before beginning the acquisition process. LPAs must work with a WisDOT LPREPM on projects with state/federal funds.

Sample Forms are available upon request. Official forms and letter templates are in READS (Real Estate Automated Data System). Contact your LPREPM for access.

### For State and/or Federal Funds in Real Estate

#### WisDOT approvals needed BEFORE acquisition begins:

- Environmental Document and Design Study Report (DSR) approved.
- Acquisition Stage Relocation Plan, if any relocations; submit to LPREPM and WisDOT Statewide Relocation Coordinator for review and approval.
- Qualified individual from Municipality completes Project Cost Estimate and submits to LPREPM.
- Right of Way Plat and Relocation Order approved and filed/recorded or Construction Plan complete if right of way costs, including utilities, are under \$1000; approved by LPA.
- Real estate funding authorized by LPREPM.
- Acquisition Capabilities Statement submitted to LPREPM for approval.
- Consultant contracts approved by LPREPM. Contracts must use WisDOT standard language and forms

Negotiations cannot begin until funding has been authorized and Relocation Order has been approved!

#### ..... Begin acquisition process:

- Order title searches.
- Conduct Startup Meeting.
- Create Sales Study; WisDOT approves.
- Determine which parcels will be appraised and which will attempt to use waiver valuations (non-complex, under \$25,000 in damages).
- Send letters to all property owners on plat w/brochure ‘Rights of Landowners Under Wisconsin Eminent Domain Law’ informing them of upcoming project and staking to be done on their property.
- Create Nominal Payment Parcel Report (NPPR) to report waiver offering prices based on Sales Study; submit to LPREPM for approval.
- Complete and review appraisals; submit appraisal with Offering Price Report & Submittal for WisDOT approval.
- Create parcel file with all required documentation for negotiations; file must also have all correspondence.
- Meet with property owner; explain their rights, discuss impacts to their property; present offer; listen and respond to owner questions and concerns.
- Documents requiring owner’s signatures:
  - Conveyance w/legal description,
  - Nominal Payment Parcel - Waiver of Appraisal (If Applicable),
  - Statement to Construction Engineer,
  - Closing Statement,
  - Form IRS W-9 (if proceeds are \$600+).
- Get Partial Releases of Mortgage
- Negotiation Diary: During the process, document (tell the story) all conversations/correspondence about the parcel; note owner concerns, questions, etc.; Note when owner was paid and when conveyance was recorded; negotiator must sign first entry, initial all others, sign and date when negotiations are completed. (See sample in packet)
- Cut check and deliver/mail to property owner; owner MUST be paid BEFORE conveyance can be recorded!
- Record conveyance. Temporary Limited Easements (TLE) and Temporary Right of Entry Easements should be recorded.
- Complete Certification of Local Public Agency (LPA) Right of Way Acquisition; upload it with supporting documentation to READS; inform LPREPM when acquisition is complete.
- If requesting reimbursement, follow the process in the LP Real Estate Manual and work with LPREPM

## For Local Funds Only Used for Real Estate Acquisition

### WisDOT approvals needed BEFORE acquisition begins:

- Environmental Document and Design Study Report (DSR) approved.
- Acquisition Stage Relocation Plan, if any relocations; submit to LPREPM and WisDOT Statewide Relocation Coordinator for review and approval.
- Qualified individual from Municipality completes Project Cost Estimate.
- Right of Way Plat and Relocation Order approved and filed/recorded or Construction Plan complete if right of way costs, including utilities, are under \$1000; approved by LPA.
- Acquisition Capabilities Statement submitted to LPREPM for approval.
- Consultant contracts approved by LPA. Contracts must use WisDOT standard language and forms

Negotiations cannot begin until funding has been authorized and Relocation Order has been approved!

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### Begin acquisition process:

- Order title searches.
- Conduct Startup Meeting.
- Create Sales Study. Approved by LPA
- Determine which parcels will be appraised and which will attempt to use waiver valuations (non-complex, under \$25,000 in damages).
- Send letters to all property owners on plat w/brochure 'Rights of Landowners Under Wisconsin Eminent Domain Law' informing them of upcoming project and staking to be done on their property.
- Create Nominal Payment Parcel Report (NPPR) to report waiver offering prices based on Sales Study; LPA approves.
- Complete appraisals, conduct appraisal review, create appraisal review report and approve.
- Create parcel file with all required documentation for negotiations; file must also have all correspondence.
- Meet with property owner; explain their rights, discuss impacts to their property; present offer; listen and respond to owner questions and concerns.
- Documents requiring owner's signatures:
  - Conveyance w/legal description,
  - Nominal Payment Parcel - Waiver of Appraisal (If Applicable),
  - Statement to Construction Engineer,
  - Closing Statement,
  - Form IRS W-9 (if proceeds are \$600+).
- Get Partial Releases of Mortgage or complete project and parcel risk assessment (LP Real Estate Manual 1.13.1)
- Negotiation Diary: During the process, document (tell the story) all conversations/correspondence about the parcel; note owner concerns, questions, etc.; Note when owner was paid and when conveyance was recorded; negotiator must sign first entry, initial all others, sign and date when negotiations are completed. (See sample in packet)
- Cut check and deliver/mail to property owner; owner MUST be paid BEFORE conveyance can be recorded!
- Record conveyance. Temporary Limited Easements and Temporary Right of Entry Easements should be recorded.
- Complete Certification of Local Public Agency (LPA) Right of Way Acquisition; upload it with supporting documentation to READS; inform LPREPM when acquisition is complete.

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### IMPORTANT REMINDERS & NOTES

- *Work with LPREPM on required documentation for your files and WisDOT files.*
  - *All files are subject to review by WisDOT and/or Federal Highways Administration. Intent is to verify LPAs followed all applicable code, statute, policies and procedures and maintained appropriate documentation.*
  - *This is a very condensed version of the acquisition process. It is a basic "LPA toolbox" only. You must reference the Real Estate Program Manual (REPM) and the LP Real Estate Manual for right of way procedures. Contact your LPREPM with any questions. The manuals are available on WisDOT's website.*
  - *Official forms and letter templates are in READS (Real Estate Automated Data System)*
  - *READS must be used in its full capacity.*
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Attachments: LPREPM contacts, sample PSE schedule, sample startup meeting agenda, diary sample, Waiver of Appraisal offering package checklist, Appraisal offering package checklist, LPA PROJECT file checklist; LPA Waiver of Appraisal parcel file checklist, LPA Appraisal parcel file checklist

### WisDOT Local Program Real Estate Contacts

North Central (NC)	Jay Viste	(920) 360-1672	<a href="mailto:EJay.Viste@dot.wi.gov">EJay.Viste@dot.wi.gov</a>
Southwest (SW)	Angie Kneip	(608) 245-2623	<a href="mailto:angela.kneip@dot.wi.gov">angela.kneip@dot.wi.gov</a>
Northwest (NW)	Angie Kneip	(608) 245-2623	<a href="mailto:angela.kneip@dot.wi.gov">angela.kneip@dot.wi.gov</a>
Southeast (SE)	MeriKate Bock	(262) 548-8781	<a href="mailto:merikatherine.bock@dot.wi.gov">merikatherine.bock@dot.wi.gov</a>
Northeast (NE)	Jay Viste	(920) 360-1672	<a href="mailto:EJay.Viste@dot.wi.gov">EJay.Viste@dot.wi.gov</a>
Statewide	Abby Ringel	(920) 883-8324	<a href="mailto:Abigail.Ringel@dot.wi.gov">Abigail.Ringel@dot.wi.gov</a>

Task	Scheduled Dates	Actual	Additional Days	Comments
<b>Real Estate Project Start Date</b>	<b>10/1/2022</b>	<b>26 months before PS&amp;E</b>	<b>0</b>	
Conceptual Stage Reocation Plan	10/1/2022		0	
<b>Real Estate/Utility Coordination</b>			<b>0</b>	
Encumbrance Cost Estimate/PCA Completed	10/8/2022	30 days before prelim plat	0	
Preliminary Plat submitted to RE	11/7/2022	21 days before scoping completion	0	
Appraisal & Acquisition Scoping Completed	11/28/2022	21 days before contract started	0	
Contracts started	12/19/2022	56 days before contract complete	0	
Setup Project in READS	1/30/2023	7 days before DSR Approval	0	
DSR Approved	2/6/2023	14 days before plat recording	0	
Consultant (acq, relo, appraisal) Contracts Completed / Internal staff assigned	2/13/2023	21 days before start up meeting	0	
Plat Recorded	2/20/2023	14 days before start up meeting	0	
Start Up Meeting	3/6/2023	42 days before sales study submitted	0	
Sales Study Submitted for review	4/17/2023	40 days before Sales study Approval	0	
Acquisition Stage Relocation Plan	5/21/2023	90 days after plat recorded	0	
Staking	5/20/2023	21 days before NPPR submitted	0	
Sales Study Approved	5/27/2023	14 days before NPPR submitted	0	
NPPR submitted for review	6/10/2023	21 days before NPPR approved	0	
NPPR Approved	7/1/2023	21 days before nominal offers out	0	
Nominal offers out	7/22/2023	30 days before flipping	0	
Flip remaining nominals	8/21/2023	45 days before appraisal submission	0	
Appraisal submitted for review	10/5/2023	60 days before apraisal approval	0	
Contract Amendment				enter additional days as needed
Appraisal approved	12/4/2023	14 days before offer date	0	
Offer/relocation packet to owner	12/18/2023	90 days before JO date	0	
Owner's appraisal due (if applicable)	2/16/2024	60 days after appraisal delivered	0	
Finalize agreed negotiations	3/3/2024	14 days before JO date	0	
Last date to JO	3/17/2024	45 days before Target date	0	
Order Checks	3/23/2024	21 days before paying owner	0	
JO expiration date	4/6/2024	20 days after JO	0	
Owner Paid	4/13/2024	7 days before recording	0	
Signed Conveyance Recorded	4/20/2024	7 days after Owner paid	0	
Award recorded	4/20/2024	14 days after JO Expiration	0	
Relocations vacated	6/4/2024	must be vacated before razing contract awarded	0	
Razing (begin contract docs, contact BPD, Advertise, bid opening, Contract award, Demo)	6/4/2024	begin 6 months before PS&E	0	
Target Acquisition Date/Utility date	5/1/2024	7 mths before PS&E	0	
Documents submitted for Review (LPA)	11/3/2024	28 days before PS&E	0	
Relocation Assistance & Advisory Services		relocation assistance and advisory services are on going through the acquisition process and until up to 2 years after vacate date.		
PS&E	12/1/2024		0	
Ad				
Let date				

# days 780  
#months 26.0

**REAL ESTATE START-UP ACQUISITION MEETING AGENDA**

Project ID \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Project name

Limits

LPA Sponsor and County

Date

Meeting Location

Call in – \_\_\_\_ - \_\_\_\_ - \_\_\_\_ access code \_\_\_\_\_

Virtual access –

**Introductions:**

List individuals invited and additional members of project team here, include company/agency, title/role, phone number & email address

**Funding:** \_\_\_\_\_ Example: State funding in Real Estate

**The Project and Parcel Details:**

Reason for the project: \_\_\_\_\_

Trail Project? Yes / No

The process and documentation are different since the agency does NOT have condemnation authority. Get the process and documents from the LPREPM.

Total Number of Real Estate Parcels: \_\_\_\_\_

Number of Utility Release of Rights: \_\_\_\_\_

Who is obtaining Utility Release of Rights? \_\_\_\_\_

Utility coordinator must provide RE with names and contact information for utility companies. Identify specific utilities that will be acquired via the real estate process.

Relocation Parcels \_\_\_\_\_

Number of Appraisals: \_\_\_\_\_

Type of Appraisals: \_\_\_\_\_

Number of Waivers: \_\_\_\_\_ (starting out)

Sensitive/Priority Parcels: \_\_\_\_\_

Railroad Parcels: \_\_\_\_\_

Billboards: \_\_\_\_\_

State/County/Municipality owned Parcels: \_\_\_\_\_

Encroachment Report prepared by \_\_\_\_\_ on \_\_\_\_\_

And approved by \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_ encroachments to be removed prior to construction

\_\_\_\_\_ encroachments are allowed and each encroachment will be issued a Revocable Occupancy Permit.

Hazmat concerns: \_\_\_\_\_

**Schedule and Approvals:**

Project PS&E date: \_\_\_\_\_

Project Letting date: \_\_\_\_\_

Environment Document Approved: \_\_\_\_\_

DSR (Design Study Report) Approved: \_\_\_\_\_

Final R/W Plat Approved: \_\_\_\_\_

Acquisition Capability Statement Approved: \_\_\_\_\_

Plat will be recorded: \_\_\_\_\_ Filed: \_\_\_\_\_

Real Estate Clear date: \_\_\_\_\_ 28 days before PS&E

Offers to be mailed by: \_\_\_\_\_

Appraisals completed by: \_\_\_\_\_

**Responsibilities:**

Title Work and Updates to be provided by: \_\_\_\_\_

Introduction Letters and Brochures to be sent to property owners by \_\_\_\_\_ on \_\_\_\_\_

R/W Staking to be completed by: \_\_\_\_\_ no later than \_\_\_\_\_

Utility Release of Rights to be secured by: \_\_\_\_\_

Establishing Parcel Values:

1) Cost Estimate will be prepared by: \_\_\_\_\_

2) Sales Study will be prepared by: \_\_\_\_\_

Reviewed by \_\_\_\_\_ and Approved by \_\_\_\_\_

3) TLE time frame will be from the date of the appraisal to the end of construction.

Construction will Start \_\_\_\_\_ and End \_\_\_\_\_

4) Appraisals will be prepared by: \_\_\_\_\_

Reviewed by \_\_\_\_\_ under \$10,000 \_\_\_\_\_ over \$10,000.

Appraisal Reviewer to prepare and sign the OPR (Offering Price Report). Additionally,

OPRs will be approved by: \_\_\_\_\_

5) Nominal Payment Parcel Report will be prepared by: \_\_\_\_\_

NPPR will be reviewed by: \_\_\_\_\_ and  
recommend approval to \_\_\_\_\_.

6) Administrative Revisions will be reviewed by \_\_\_\_\_, approved by

\_\_\_\_\_ and then \_\_\_\_\_

**Process for Negotiations / Documents required for Certification of R/W (1)**

WisDOT RE Forms to be used in READS

Partial Release of Mortgage are required on all parcels with Fee Acquisition

Minimum Offer will be: \_\_\_\_\_

Negotiation Diaries are to be signed. /s/ with a typed name is acceptable.

Statement to Construction Engineer should be signed by the property owner, negotiator and LPA. Note "None" if no commitments were made.

Local Certification of LPA R/W, Form LPA 3028 to be prepared by \_\_\_\_\_

signed and dated by \_\_\_\_\_.

Supporting documents are to be in READS. (See LPREPM)

**Other Issues:**

Relocation: \_\_\_\_\_

Fixtures: \_\_\_\_\_

Remnant Parcels \_\_\_\_\_

Certified Survey Maps / Plats of Survey \_\_\_\_\_

### Waiver of Appraisal offering package checklist

	Copies of all waivers of appraisal made on parcel
	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
	Conveyance Document
	Statement to the Construction Engineer
	W-9, if applicable
	Brochure
	Authorization for Partial Release
	Self-addressed stamped envelope
	Business card/contact information
	Plan Sheets
	Aerial Overlay
	Copies of quit claim deeds if there are 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**

### 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**

**DIARY SAMPLE**

**NEGOTIATION DIARY**  
RE2058 10/2018

City of Green Bay

Owner (name; address; phone; etc.) Al Packer & Sue Packer , 123 Lambard Avenue, Green Bay, WI			
Initiation of negotiations date 04/10/2020	Brochure sent date 01/01/2020	60th day to receive owner's appraisal 07/08/2020	1099 amount \$ 30,000
Offering price \$ 25,000	Date approved 03/30/2020	Alternate Offer (A, B) \$ (A) \$ (B)	Date approved (A) (B)
		Administrative settlement \$ 30,000	Date approved 08/10/2020
On 04/10/2020, I, the negotiator, <del>sent</del> gave the subject property owner a copy of the right of way plat, our appraisal(s), and other required documents.			
Under "REMARKS" below, the Real Estate agent should indicate persons present, attitude of owner, owner's appraisers, owner's attorney, owner's asking price, information regarding buildings, improvements, extended occupancy, fixture apportionment, date to vacate buildings and any pertinent data regarding items such as drainage, driveways, fencing, title lines, wells, dry wells, etc. Remarks are not to be necessarily limited to the foregoing. Use as much space as needed to fully explain details.			

ATE & AGENT	REMARKS
11/01/2019 Abigail E Ringel	I received a copy of the title search dated January 11, 2009 from the engineer. According to the title, the property is owned by Al & Sue Packer and there are no mortgages listed.
01/01/2020 AR	Sent introduction letter Al & Sue Packer at the address listed on the tax bill. The letter included a copy of the brochure entitled "The Rights of Landowners Under Wisconsin Eminent Domain Law", right of way plat, and list of all the owners on the project.
01/03/2020 AR	I called the phone number listed for the Packers and spoke with Al Packer. I introduced myself. I explained I was calling to inform them of an upcoming roadway project impacting their property. Mr. Packer was aware of the upcoming project. He asked if his maple tree would be cut down. I verified which tree we were discussing. As I had already spoken with the project engineers, I was able to tell Mr. Packer that the tree was not within the acquisition area. He said he was relieved. I let Mr. Packer know I had sent a packet of information to him. I told him if he had any questions, he could call me. I verified his phone number and address. I explained that an appraiser would be contacting him to complete and appraisal to determine the damages to his property. I said that was still in progress, but once it was done, I would again contact him. He asked about how long that would be. I indicated the appraiser would be contacting him within the next few weeks and the appraisal process could take several months due to workloads and the review process. He said he would keep my number and call me if he or Sue had any questions.
3/15/2020 AR	Received the appraisal from the consultant. I forwarded it to the LOCAL PUBLIC AGENCY REVIEW APPRAISER for review and approval.
3/30/2020 AR	Received the approved offering price report in the amount of \$25,000.
3/31/2020 AR	I called the Packers. I spoke with Sue. I explained I had the completed appraisal and offering documents to present to them. I asked if she would like to set up a time to meet to go over them and discuss. She said she would check with Al and get back to me.
4/1/2020 AR	Sue Packer called me back. She asked if we could meet on 4/10/2020 at 8:00 am. I said that would work for me and asked if she would be comfortable meeting at their property. She said that would be fine. I confirmed the date and gave her my cell phone number should anything come up.
4/10/2020 AR	I met Mr. and Mrs. Packer at their property. I presented them with the offering price letter in the amount of \$25,000, along with the appraisal, the Appraisal Guidelines and

	<p>Agreement, a highlighted copy of the right of way plat showing the Packer's property, the legal description, a map showing all property affected by project, a list of all of the owner's names along the project to whom offers will be made, a Proposed Agreement for Purchase and Sale of Real Estate, a W-9, draft copy of the warranty deed, Statement to the Construction Engineer, Owner's rights brochure, and my business card. We walked the stakes and discussed the impacts to the property. I explained that the offering price was based on the appraisal report and that they have the right to obtain their own appraisal. The city will reimburse the cost of the appraisal if received within 60 days. The owners indicated the offer was a bit low and said they didn't think the amount for landscaping was enough. I said that I would need additional justification for any increase in value. They asked if they could do that by obtaining their own appraisal. I said that was correct. We discussed that I would need to have the appraisal back by 6/9/2020 for it to be eligible for reimbursement. They thanked me for explaining the offer and said they were going to obtain an appraisal. I thanked them for their time and told them they could continue to contact me with any questions.</p>
6/8/2020 AR	Received owner's appraisal prepared by John Goodmen. The estimated value is \$35,000. The appraisal fee was \$3,500.
6/11/2020 AR	Requested payment for the reimbursement of the owner's appraisal.
6/25/2020 AR	Called to discuss the appraisals with the Packers. Left a voicemail requesting they call me back to discuss.
6/30/2020 AR	<p>AI called me to discuss both appraisals. The main difference between the appraisals is that Mr. Goodmen estimates landscaping damages higher due to the quality and specific landscaping plan. Mr. Goodmen's appraisal also had a higher per acre value for the land. We discussed the two appraisals and the differences and similarities. We came to an agreement that an additional \$5,000 would be reasonable. I told AI this increase is subject to common council approval. I asked if I could email him a purchase agreement for \$30,000 for his and Sue's signature. He agreed. I emailed the purchase agreement.</p> <p>I received a reply email with a signed a purchase agreement for \$30,000.</p>
7/11/2020 AR	<p>Common Council approved the increase.</p> <p>I called the Packers to set up a meeting for closing. We will close on 7/28/2020 at 9:00 am at their residence. I requested a payment request for \$30,061.10 (taxes prorated).</p>
7/18/2020 AR	Received check
7/28/2020 AR	Met with AI and Sue to close. They signed the Warranty Deed (I notarized it), closing statement, W-9, and statement to construction engineer. I gave them the check for \$30,061.10 and the check for the second appraisal reimbursement. They had no questions.
8/3/2020 AR	The original signed deed was sent to the Register of Deeds to be recorded
8/10/2020 AR	Received the recorded deed back from the Register of Deeds.
Abigail Ringel	

**CHECKLIST FOR PROJECT DOCUMENTATION – DOCUMENTS TO BE RETAINED BY LOCAL**

The project file shall, in the order listed below, include (where applicable) copies of the following

Date	
	Right of Way Plat
	Public Involvement notes/attendance record
	Project Scoping Spreadsheet
	Project Cost Allocation
	Start Up Meeting Notes
	Encroachment Report
	Consultant Contracts
	Project Team Assignments
	Relocation Plan, if applicable
	DSR Approval Letter
	Sales Study (approved)
	Nominal Payment Parcel Report (approved)
	State Municipal Agreement, if applicable
	Memorandum of Understanding
	Project Level Diaries
	Project Level Correspondence
	Estimates
	Invoices (Raze & Remove, Special Studies such as circuitry of travel, etc.)
	Proposals
	Right of Way Certification

**All above listed documents should be uploaded into READS project log. However, the official documentation should remain with the LPA per its record keeping practices.**

## PARCEL FILE CHECKLIST

***\*W-9s, partial release requests, bank information or personal financial information must NOT be in READS, but retained in Regional paper file location***

Nominal	Appraisal	
		Title Search & all updates
		Staking Photos
		Design Overlays
		Ownership Information Record
		Copy of Introduction (Brochure) Letter
		Signed Nominal Waiver of Appraisal or Donation Waiver of Appraisal
		Appraisal
		Appraisal Review
		Offering Price Report (Approved)
		Initiation of Negotiation Letter
		Checklist of Required Items Provided to Owner
		Alternate Offers
		Owner's Appraisal
		Owner's Appraisal Invoice
		Executed Purchase Agreement
		Admin Revision for all increased offers
		Property Improvement/Remnant Report (copy to Property Management)
		Closing Statement
		Tax proration (all fee acquisitions)
		Executed Conveyance
		*Partial Release or Satisfaction of Mortgage
		Executed Quit Claim Deeds for Other parties of Interest
		*IRS 1099 screen in READS completed
		Signed JO (if condemned)
		Recorded Lis Pendens (if condemned)
		Recorded Award of Damages (if condemned)
		Negotiation Diary (check that info is in there)
		Statement to Construction Engineer (also saved to regional BOX folder)
		Payment Details
		Transfer Return
		Simplifile Receipts
		Recorded Conveyance
		6-month or 2-year conveyance letter
		*W-9 Request
		All READS screens filled in
		All Correspondence
		All certified receipts (identify what they are for)
		All Other Records per Record Retention Policy

**All above listed documents should be uploaded into READS parcel log. However, the official documentation should remain with the LPA per its record keeping practices.**