

### 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**