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NEGOTIATION DIARY

RE2058 10/2018

Owner (name; address; phone; etc.)			
Initiation of negotiations date	Brochure sent date	60th day to receive owner's appraisal	1099 amount $
Offering price $	Date approved	Alternate Offer (A, B) $ (A) $ (B)	Date approved (A) (B)
		Administrative settlement $	Date approved

On _____, I, the negotiator, _____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.

DATE & AGENT	REMARKS

SAMPLE