**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 or Satisfaction of Mortgage |
|  | 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 | [ ]  Mail [ ]  hand delivered [ ]  certified mail  |

**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 | [ ]  hand delivered [ ]  certified mail  |