

File Closing Report

RE1016

Project ID:

Parcel Number:

Parcel Type:

Current Status:

Acq Specialist:

Reloc. Agent:

Brochure Sent (Date):

Init of Negotiations (Date):

Owner Appraisal Due (Date):

Closing Date:

Title Updated
W9 (1099)

Closing

Statement to Construction

Remnant Report forward to Property

Remnant Deed forward to ROW Plat Unit

Negotiation Diary Complete

Execute negotiator's statement (statement by the negotiator indicating the parcel acquired amount)

This parcel was acquired for:

by _____
Negotiator Name Signature

Program assistant received negotiation file to review for completeness:

Date Received:

Date Reviewed:

Reviewer Name:

Appraisal Info:

Conveyance Info:

Offer Info: