**essential items FOR READS *Project* LOG**

|  |  |
| --- | --- |
| **Date** |  |
|  | Right of Way Plat |
|  | Public Involvement notes/attendance record |
|  | Project Scoping Spreadsheet  Copy of Brochure Letter |
|  | Project Cost Allocation |
|  | Start Up Meeting Notes |
|  | Encroachment Report |
|  | Consultant Contracts |
|  | Project Team Assignments |
|  | 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 circuity of travel, etc.) |
|  | Proposals |
|  | Right of Way Certification |

**essential items FOR READS *PARCEL* LOG**

***\*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 |
|  |  | Simplfile 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 |