|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dist |  | Co |  | Rte |  | KP/PM |  | EA |  | Parcel |  | Fed No. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parcel Information** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Full Take | | Part Take | | | |  | | | | | | | Easement: | | | | | Permanent | | Temporary | |  | |
| Type of Property: | | | | *Residential* | | | | *Business* | | | | | | | | *Agricultural* | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Owner’s Name: | | |  | | | | | | | | | | | | | | | | Occupant’s Name: | |  | | |
| Address: |  | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Acquisition Information** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Initiation of Negotiations | | | | | | |  | | | | | | | | |  | (First Written Offer )(Notice of Intent to Acquire ) | | | | | | | |
| Acquisition Date | | | |  | | | | |  | | (COE )(FOC )(Other ) | | | | | | | | | | | | | |
| Final Acquisition Price | | | | |  | | | | |  | | Amount, if any, for goodwill or for lessee’s improvements | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Displacee Information** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Date of First RAP Call | | | | |  | | | | | | | | |  |  | | | | | | | | |
| Date Displacee Vacated | | | | |  | | | | | | | | |  |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Comment** | |  |  |  |  |
| 1. General Information Letter and Brochure delivered to (owner )(tenant ) by (agent )(mail )? |  | Date: |  |  | Yes |  | No |
|  |  |  | |  |  |  |  |
| 2. Title VI information provided to occupant? |  |  | |  | Yes |  | No |
|  |  |  | |  |  |  |  |
| 3. First call to explain relocation benefits made at FWO to owners , or to tenants  within 14 days of FWO? |  |  | |  | Yes |  | No |
|  |  |  | |  |  |  |  |
| 4. Notice of Eligibility appropriate for type of occupant? |  |  | |  | Yes |  | No |
|  |  |  | |  |  |  |  |
| 5. Certificate of Occupancy and Receipt of Relocation Information obtained? |  |  | |  | Yes |  | No |
|  |  |  | |  |  |  |  |
| 6. U.S. Residency Certification obtained? |  |  | |  | Yes |  | No |
|  |  |  | |  |  |  |  |
| 7. Was advisory assistance offered and provided, including special needs? |  |  | |  | Yes |  | No |
|  |  |  | |  |  |  |  |
| 8. Displacee received appropriate Notice to Vacate after local agency had “control” of the property? |  | Form: |  |  | Yes |  | No |
|  |  |  | |  |  |  |  |
| 9. All claims for relocation benefits were paid timely with appropriate documentation? |  |  | |  | Yes |  | No |
|  |  |  | |  |  |  |  |
| 10. Agent offered and provided assistance in completing the claim form and providing necessary documentation? |  |  | |  | Yes |  | No |
|  |  |  | |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Comment** | | |  |  |  |  |
| 11. Claims were submitted within 18 months of displacee's move  (or from day of final acquisition payment if displacee is an owner )? |  | Extension approved? | | |  | Yes |  | No |
|  |  |  | | |  |  |  |  |
| 12. If all or a portion of a claim was denied, did displacee receive an explanation in writing, including the right to appeal? |  |  | | |  | Yes |  | No |
|  |  |  | | |  |  |  |  |
| 13. If an appeal was filed, was it received within 6 months of the time to file a claim? |  | Extension approved? | | |  | Yes |  | No |
|  |  |  | | |  |  |  |  |
| 14. The appeal was decided by the  (Region/District )(Statewide ) Appeals Board  (granting )(partially granting )(denying ) appellant's request regarding (eligibility )(benefits )  (time period )(estoppel ), within 60 days of the hearing? |  | Date filed: |  | |  | Yes |  | No |
| Decision date: | |  |  |  |  |  |
|  |  |  | | |  |  |  |  |
| 15. Do the parcel file and diaries contain the appropriate information and documentation? |  | *Records must be kept for 3 years after displacee receives final payment* | | |  | Yes |  | No |
|  |  |  | | |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESIDENTIAL DISPLACEE:** | | | | | | | | | |
|  | | | | | | | | | |
| Tenured: | *180‑Day Owner‑Occupant* | | | | *90‑Day Occupant* | | | | |
| Non‑Tenured: | | *Less than 90 Days* | | *Post Offer* | | | *Post Acquisition* | | |
| Type of Unit: | | SFR | Multiresidential | | | Mobile Home | | Other |  |
|  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  | **Comment** | |  |  |  |  |
| 1. Move option chosen: | |  | |  |  | |  | Yes |  | No |
|  | | | |  |  | |  |  |  |  |
| 2. Claim form processed properly and documented in diary? | | | |  |  | |  | Yes |  | No |
|  | | | |  |  | |  |  |  |  |
| 3. Fixed payment based on appropriate room count with adjustments? | | | |  |  | |  | Yes |  | No |
|  | | | |  |  | |  |  |  |  |
| 4. Storage approved for up to 12 months based on staff’s determination of displacee’s needs? | | | |  |  | |  | Yes |  | No |
|  | | | |  |  | |  |  |  |  |
| 5. Actual move based on the lowest of 3 bids and documented in diary? | | | |  |  | |  | Yes |  | No |
|  | | | |  |  | |  |  |  |  |
| 6. Replacement Housing Valuation (PD )(RD ) | | | |  |  | |  |  |  |  |
| $ |  | | offered in writing |  |  |  |  |  |
| to displacee in a timely manner? | | | |  | Date: |  |  | Yes |  | No |
|  | | | |  |  | |  |  |  |  |
| 7. Required carve‑outs of major exterior attributes or larger parcel are appropriate? | | | |  |  | |  | Yes |  | No |
|  | | | |  |  | |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | **Comment** | |  |  |  |  |
| 8. Appropriate adjustments made for anticipated selling price? | | |  |  | |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 9. Comparison record properly filled out? | | |  |  | |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 10. Comparables are appropriate as to bedrooms, square footage, lot size, amenities, number of rooms, and condition? | | |  | Displ BRs |  |  |  |  |  |
| Comp BRs |  |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 11. Did displacees meet the “spend to get” requirement and occupy the property within 1 year of the required date? | | |  | 1 year began |  |  |  |  |  |
| Date occupy |  |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 12. Displacees moved to replacement property after DS&S inspection completed? | | |  |  | |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 13. Original RHP was appropriately adjusted  *(increase )(decrease )* due to: *(FHWA's DS&S Waiver ) (Market Conditions ) (Availability ) (Change in number of occupants ) (US Residency ) (State Tenant )* | | |  |  | |  |  |  |  |
| *(Other* |  | *)* |  |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 14. If 180‑day owner‑occupant, were mortgage differential and incidental expenses based on “actual, reasonable and necessary” expenditures? | | |  |  | |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 15. Did the rental assistance appropriately consider tenant income? | | |  |  | |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 16. Did the rental assistance appropriately adjust for utilities at the displacement, comparable and replacement properties? | | |  |  | |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 17. If rental assistance converted to downpayment, was occupant offered at least $5,250? | | |  |  | |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |
| 18. If less than 180‑day owner-occupant, was the rental assistance converted to a downpayment limited to the amount the occupant would have received if they had been a 180‑day owner‑occupant? | | |  |  | |  | Yes |  | No |
|  | | |  |  | |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESIDENTIAL PAYMENTS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **180‑Day Owner‑Occupant** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Price Differential: | | | |  | $ | |  | | | | Comparable | | | | | | |  | | $ |  | | | | | Replacement Property | | | | |
|  | | | | (‑) | $ | |  | | | | Fair Market Value | | | | | | | (‑) | | $ |  | | | | | Fair Market Value | | | | |
|  | | | |  | $ | |  | | | | Maximum Differential | | | | | | |  | | $ |  | | | | | Differential | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mortgage Differential: | | | |  | $ | |  | | | | Payment (including | | | | | | $ | |  | | | | | for | |  | | | | % points) |
|  | | | |  | Based on lesser of the: | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | Replacement Loan | | | | | | | $ |  | | | | | | or Displacement Loan | | | | | | | | $ | |  | |
|  | | | |  | Replacement Term | | | | | | | |  | | | | | | or Displacement Term | | | | | | | | | |  | |
|  | | | |  | Replacement Rate | | | | | | | |  | | | | | | or Displacement Rate | | | | | | | | | |  | |
|  | | | |  | Replacement Points | | | | | | | |  | | | | | | % or Prevailing Points | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Incidental Expenses: | | | |  | $ | |  | | | | | based on Actual, Reasonable and Necessary, with limitations on Title | | | | | | | | | | | | | | | | | | |
|  | | | |  |  | | | | | | | insurance, Documentary Transfer Tax (based on value of RHV Comparable) | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **90‑Day Occupant** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rental Differential: | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | $ |  | | | Comparable + $ | | | | |  | | | | | | Estimated Utilities for water, gas, electric, sewer/septic for | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | location and size | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (‑) | $ |  | | | Actual or Economic Rent | | | | | | | | | | | | |  | |  | | | | |  | | | | | |
|  |  |  | | | ‑OR‑ | | | | | | | | | | | | |  | |  | | | | |  | | | | | |
|  |  |  | | | 30% of Annual Gross Household Income + $ | | | | | | | | | | | | |  | | | | | | Average Utilities for water, gas, | | | | | | |
|  |  |  | | |  | | | | | | | | | | | | |  | | | | electric, sewer/septic for location and size | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| = | $ |  | | | x 42 months = $ | | | | |  | | | | | | MAXIMUM Rental Differential | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | $ |  | | | Replacement Site + $ | | | | | | |  | | | | | Estimated Utilities for water, gas, electric, sewer/septic | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | for location and size | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x | 42 months = $ | |  | | | | | Actual Rental Differential | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Note: for 180‑day or 90‑day owners, the amount is limited to the entire RHP (PD, MI, IE) they would have received | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| as a 180‑day owner‑occupant. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Downpayment: | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maximum Rental Differential $ | | | | | |  | | | used as a | | | | |  | % Downpayment and $ | | | | | | | |  | | | | | Incidental Expenses | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **General Comments and Remarks:** | | |
|  | | |
|  | | |
| Reviewing Agent’s Name |  |  |
|  |  |  |
| Date |  |  |
|  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NONRESIDENTIAL DISPLACEE:** | | | | | | |
|  | | | | | | |
| Owner: | *Business* | *Farm* | *Nonprofit* | *Nonoccupant Landlord* | | |
| Lessee: | *Business* | *Farm* | *Nonprofit* |  | | |
| Type of Unit: | *Office* | *Warehouse* | *Residential* | *Vacant Land* | *Other* |  |
|  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | **Comment** |  |  |  |  |
| 1. Move option chosen: |  |  |  |  | Yes |  | No |
|  | |  |  |  |  |  |  |
| 2. Claim form processed properly and documented in diary? | |  |  |  | Yes |  | No |
|  | |  |  |  |  |  |  |
| 3. Storage approved for up to 12 months based on staff’s determination of displacee’s needs? | |  |  |  | Yes |  | No |
|  | |  |  |  |  |  |  |
| 4. Actual move based on the lower of 2 bids and documented in diary? | |  |  |  | Yes |  | No |
|  | |  |  |  |  |  |  |
| 5. Self‑move based on lowest of 3 bids and documented in diary with appropriate adjustments for profit, overhead, etc.? | |  |  |  | Yes |  | No |
|  | |  |  |  |  |  |  |
| 6. Was self‑move agreement executed prior to the move? | |  |  |  | Yes |  | No |
|  | |  |  |  |  |  |  |
| 7. Provision for insurance coverage is appropriate? | |  |  |  | Yes |  | No |
|  | |  |  |  |  |  |  |
| 8. Displacee provided inventory of personalty (present at FWO )(present at move )? | |  |  |  | Yes |  | No |
|  | |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Comment** |  |  |  |  |
| 9. Displacee provided advance notice of the move? |  |  |  | Yes |  | No |
|  |  |  |  |  |  |  |
| 10. Staff monitored the move and inspected the personalty at the displacement and replacement sites? |  |  |  | Yes |  | No |
|  |  |  |  |  |  |  |
| 11. Moving expenses reimbursed are actual, reasonable and necessary, and appropriately documented? (e.g., search costs, storage, etc.)? |  |  |  | Yes |  | No |
|  |  |  |  |  |  |  |
| 12. Reestablishment Payment related to the replacement property appropriate? |  |  |  | Yes |  | No |
|  |  |  |  |  |  |  |
| 13. Is there a duplication of payments (e.g., goodwill)? |  |  |  | Yes |  | No |
|  |  |  |  |  |  |  |
| 14. Fixed Payment made “in lieu” of other eligible moving expenses was based on verification of income? |  |  |  | Yes |  | No |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Payments** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Reestablishment $10,000 = | | $ | |  | |  | | | | | | |
|  | | | | | | | | | | | | |
| In Lieu based on the Average last two taxable years, limited to $20,000 = | | | | | | | | | $ |  | |  |
|  | | | | | | | | | | | | |
| Self‑Move based on the lowest of 2 bids including insurance = | | | | | | | $ |  | | |  | |
|  | | | | | | | | | | | | |
| Storage for 12 months = | $ | |  | |  | | | | | | | |
|  | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **General Remarks and Comments:** | | |
|  | | |
|  | | |
| Reviewing Agent’s Name |  |  |
|  |  |  |
| Date |  |  |
|  | | |