|  |  |  |
| --- | --- | --- |
| Property Identification No. |       |  |
|  |  |  |
| 1. | Possession by Agency: |  |  |  |  |
|  |  |  |  |  |
|  | a. | Notification from Acquisition or Legal Sections to Property Manager |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
| 2. | Description and condition of improvements or appurtenances (including fixtures and equipment): |  |  |  |  |
|  |  |  |  |  |
|  | a. | Appraised value (in place): |  | $ |       |  | Date |       |
|  |  |  |  |  |
|  | b. | Salvage value: |  | $ |       |  | Date |       |
|  |  |  |  |  |
|  | c. | Basis for salvage estimate: |  |  |  |  |
|  |       |
|  |
|  |  |  |  |  |
|  | d. | Inspection of acquired improvements by Property Manager: |  |  |  |  | Date |       |
|  |  |  |  |  |
|  | e. | Explanation of lost or stolen items |  |  |  |  |
|  |       |
|  |
|  |  |  |  |  |
| 3. | Method of improvement protection for vacated properties: |  |  |  |  |
|  |  |  |  |  |
|  | a. | Utilities disconnected: |  |  |  |  | Date |       |
|  |  |  |  |  |
|  | b. | Fire hazards removed: |  | Yes [ ]  |  | No [ ]  |
|  |  |  |  |  |
|  | c. | Posting of Notice of Public Ownership: |  |  |  |  | Date |       |
|  |  |  |  |  |
|  | d. | Local protective agencies alerted: |  |  |  |  | Date |       |
|  |  |  |  |  |
|  | e. | Other (describe) |  |  |  |  |
|  |       |
|  |
|  |  |  |  |  |
| 4. | Method of disposition of improvements or appurtenances: |  |  |  |  |
|  |  |  |  |  |
|  | a. | Sale by: |  | Public Auction [ ]  |  | Sealed Bid [ ]  |  | Other [ ]  |  |
|  |  |  |  |  |
|  |  | 1) | Date of sale |  |  |  |  |  |       |
|  |  | 2) | Amount recovered |  |  |  |  | $ |       |
|  |  | 3) | Advertising procedures |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  | 4) | Performance bond |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  | 5) | Rodent control |  | Necessary [ ]  |  | Unnecessary [ ]  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | b. | Demolition contract: |  |  |  |  |
|  |  |  |  |  |
|  |  | 1) | Demolition cost estimate |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  | 2) | Competitive bidding |  |  |  |  | Yes [ ]  | No [ ]  |
|  |  | 3) | Advertising procedures |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  | 4) | Performance bond |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  | 5) | Contractor’s experience |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  | 6) | Rodent control |  | Necessary [ ]  |  | Unnecessary [ ]  |
|  |  | 7) | Construction inspections |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  | 8) | Final report made to Property Manager |  |  |  |  | Yes [ ]  | No [ ]  |
|  |  |  |  |  |
|  | c. | Demolition by highway contractor: |  |  |  |  | Yes [ ]  | No [ ]  |
|  |  |  |  |  |
|  |  | 1) | Justification |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  | 2) | Demolition included as special item in construction contract bid proposal |  |  |  |  | Yes [ ]  | No [ ]  |
|  |  |  |  |  |
| 5. | Rental procedures: |  |  |  |  |
|  |  |  |  |  |
|  | a. | Terms of occupancy or removal of improvements in Acquisition Agreement: |  |  |  |  |
|  |       |
|  |
|  |  |  |  |  |
|  | b. | Free occupancy period: |       |
|  |  |  |  |  |
|  | c. | Rental period: |       |  | Amount | $ |       |
|  |  |  |  |  |
|  | d. | Method of establishing rental rate: |  |  |  |  |
|  |       |
|  |
|  |  |  |  |  |
|  |  | 1) | Policy for establishing rental rates is uniformly applied |  |  |  |  | Yes [ ]  | No [ ]  |
|  |  |  |  |  |
|  | e. | Advertising or soliciting for tenants |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  |  |  |  |
|  | f. | Rental Agreement Form |  | Adequate [ ]  |  | Inadequate [ ]  |
|  |  |  |  |  |
| 6. | Evaluation: |  |  |  |  |
|  |  |  |  |  |
|  | a. | Property Management on subject parcel meets State and Federal Aid policy and procedural requirements |  |  |  |  | Yes [ ]  | No [ ]  |
|  |  |  |  |  |
|  |  | Date |       |  | Review |       |
|  |  |  |  |  |
|  | b. | Date agency notified of deficiencies |       |
|  |  |  |  |  |
|  | c. | Manner of notification |       |
|  |  |  |  |  |

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| --- |
| Remarks: |
|       |

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| Reviewed By |       |  |
|  | (Print) |  |
|  |  |  |
| Date |       |  |
|  |  |  |
|  |  |  |
|  | (Signature) |  |