

**Community Development Block Grant
Sample Real Property Acquisition Checklist**

	Donated Easements	Voluntary Sale	Acquisition
1. Title search/clearance of title			
2. HUD brochure <i>When a Public Agency Acquires Your Property</i> and evidence of receipt			
3. Evidence of invitation to accompany appraiser			
4. Appraisal report/determination of fair market value			
5. Donation waiver (<i>if applicable</i>)			
6. Justification for any properties not appraised			
7. Review appraisal report			
8. Written statement of just compensation			
9. Written offer to purchase and evidence of receipt			
10. Sale Contract			
11. Statement of settlement cost and evidence of receipt			
12. Receipt of purchase price or copies of cancelled checks			
13. Notice of intent not to acquire (<i>if acquisition terminated</i>)			
14. Court Resolution (<i>if condemnation</i>)			
15. Correspondence/Contact Log			