



### Real Estate Support Team Expectations of Contractors

- Be sure to receive and send parcels in LRS so the status is known by all involved and contractors in the next discipline can gain access
- Add notes in LRS weekly
- Confer with Appraising Technical Advisers (ATAs) and Buying Technical Advisers (BTAs) on project questions and needs
- Share regular updates with district project managers
- Even if documents are provided to contractors early, be certain to wait on approved purchase orders and notices to proceed before contacting property owners
- Ask support staff members questions specifically relating to purchase orders and notices to proceed

#### Your Real Estate Support Staff

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