



## REVIEWER CHECK LIST 2015 Secured Parcels

- 1) Remove "gray envelope/kitchen table envelope", this holds all "originals" of Conveyance documents, SDF, partial mortgage releases, etc.
- 2) Start with deed(s), top right corner is DES #, Code & Parcel, make sure they match the front of parcel packet (you will want to keep an eye on these all the way through reviewing), also check these on the legal description(s), Exhibits A (top left corner) & Exhibit B (bottom of the page).
- 3) Review Grantor(s) name on deed, go to Title & Encumbrance Report, find the "caption deed" (last deed of record), make sure the names are an identical match to the last deed (middle initials & how title was conveyed). This should be the same on every legal document pertaining to the file, including the Notary Blocks, EX: John W. Smith and Kathy P. Smith, Husband and Wife. Make sure the Grantor(s) have signed exactly as last deed of record. Check legal description of last deed of record to INDOT'S legal description of property being acquired. Make sure signature page of deed is filled out correctly, notary block is correct, signatures correct and that the Notary has completed all dates, signed and applied notary stamp or seal.
- 4) If you receive a Corporation, LLC, Trust (etc.) deed, there needs to be a jurat of such (pertaining to which type of the above) on the deed, it can be on 1st or 3rd page. Along with the deed there has to be an "Authority Affidavit" giving permission to the person signing for that particular parcel. However, for corporations, there can be a "Waiver of Resolution" signed by INDOT management if under \$50,000.00 to replace the "Authority Affidavit".



- 5) INDOT parcels\* over \$25,000.00 has to have a "Partial Mortgage Release" or a "Partial Mortgage Release Waiver" signed by INDOT management. Make sure the partial mortgage releases match the mortgage in the T & E report, including the loan #'s and amounts.

(\*LPA's can establish their own level of risk)

You may encounter an "Administrative Settlement" letter. This occurs when property owner(s) request more money than INDOT has offered (for various reasons). There should be documentation attached as the property owner(s) have to provide for such a request to be granted. It will be initialed by the appropriate persons and signed by the Director of Real Estate Division (Mike Jett).

- 6) Check SDF for Code / Parcel number written on top right of each page. Match the tax ID # of the parcel (can be found on exhibit A or on the Title & Encumbrance report). Check address of property being acquired by the information page in appraisal (gives owner names, mailing address, address of acquisition). Make sure all boxes are checked appropriately on the 1st page and on the right side of page 1, the damages and Land & Improvements amount match the deed(s). On the 2nd page all parties (Sellers) that are on last deed of record have to be listed. Only 1 signature is required. Must also be dated. At bottom of 2nd page is to be signed by buyer, dated and have "Land Agent" next to buyer's name.
- 7) There should be a page 4 of the offer, stating amount of offer and or if there was an administrative settlement, signed by all parties of interest.
- 8) Check the W – 9 to make sure all parties of interest on deed have a W-9 in the parcel, spelling correct, SS# and or tax ID#, signed & dated.



- 9) There is a "Closeout List" that should be completed and signed by the buyer and reviewer. Make certain the appropriate boxes are checked and that the buyer has signed the last page.
- 10) Claim Vouchers – Parties to be paid should have a claim voucher with the name(s) of payee, correct amount to be paid, check Code & DES # to match with parcel. Signatures of ALL parties of interest must be on Claim Voucher.
- 11) Status Report – Details the payment of the parcel. This is created by the Appraiser(s) and is computed through LRS, check the \$ amounts and make sure they match where they belong. Signed by Buyer AND by the reviewer.
- 12) Statement of Just Compensation – Review to be certain all amounts match deed and all amounts on deed are on proper line (Land & Improvements or Damages).
- 13) The Appraisal should be checked to make sure of addresses, and to see if there is "excess land". This should be on the status report. If it isn't, consult your supervisor until you are more familiar with excess land. This is usually found in the first few pages of appraisal at the bottom of the page.
- 14) Read the Buyer Report, thoroughly check to see what Buyer states as agreements, problems, and that what is being acquired is correctly being moved forward. A couple of items would be: Retention Letter – When property owner wants to keep an item(s) that INDOT has acquired through our offer.
- 15) Uniform Offer (4 pages) Explanation of project and property owner(s) rights. Must have date received by Owner & proof of delivery (Green Card, Tracking Signature page or Delivered in Person) on page 3.



- 16) Receipt of Conveyance – Copy only. Original is sent to property owner. Will have total amount paid to property owner(s). Signed & dated by Buyer
- 17) Tax Receipts or Tax Memo Letter showing taxes are current for Temporary, partial takes. If the acquisition is a Total Take – all property taxes have to be paid for the current year and proof of such.
- 18) **BUYERS REPORT**—These “tell the story” from time the buyer is assigned a parcel to securing & turning in. The Buyers Report **MUST** have **ACCURATE** details concerning contacts, agreements, meetings, phone calls made, etc. Entries should be dated and be in chronological order.
- 19) **EVERY PARCEL MUST include a SEPARATE SNET Letter** (Scope, Necessity, Effect & Terms) after the buyer report. This will describe to the property owner (and reviewers) how the acquisition specifically effects this particular property.
- 20) Correspondence - This includes any emails concerning the parcel, attorney letters, etc.
- 21) Miscellaneous - Documents from engineering, appraising etc.
- 22) Supplemental Title & Encumbrance Report – must be dated within last (7) days of submission date in LRS. This shows Buyer has checked on any liens, mortgages, etc. before turning in parcel.
- 22) Original Title & Encumbrance Report – History of transfer of this property. It will have the "Caption Deed" and provide mortgage(s) information.