
ACQUISITION FILE CHECKLIST

Grantee _____

Property Owner _____

Title Search Completed _____

Questionnaire Completed _____

Brochure Delivered
(Certified Mail Return Receipt) _____

Invitation to Appraisal (if applicable)
(Certified Mail Return Receipts) _____

Appraised Value/Market Value _____

Appraiser's Name & License # _____

Review Appraisal Completed _____

Review Appraiser's Name & License # _____

Signed Easement Agreement _____

Easement Recorded _____

Option Amount & Date _____

Waiver Signed (if applicable) _____

Proof of payment (if applicable) _____

Comments: