**VOLUNTARY ACQUISITION REVIEW CHECKLIST**

When acquiring Real Property (Real Property includes fee simple title, permanent & temporary easements needed for a CDBG project, Long Term Leases of 50 years or more, rights of way), UGLG’s must make sure to comply with the Uniform Relocation Assistance and Real Property Acquisition Polices Act of 1970, as amended (Uniform Act). Real Property to be acquired for a CDBG project will require some type of paperwork, regardless of who purchases the Real Property and who pays for the Real Property. The type of paperwork differs depending on whether the acquisition is involuntary or voluntary. Voluntary acquisition applies to private purchasers who do not have the power of eminent domain and/or public purchasers who will not use the power of eminent domain and another project alternative is available. Separate files and checklists must be maintained for each acquisition. At a minimum, the UGLG’s voluntary acquisition records should document the following:

|  |  |
| --- | --- |
| Grantee |  |
| Grant # |  |
| Project Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROPERTY OWNERS (list all for this parcel)** | | | |
| Name |  | Phone # |  |
| Address |  | Email |  |
| Name |  | Phone # |  |
| Address |  | Email |  |
| Name |  | Phone # |  |
| Address |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Property Use: |  |
| Owner Occupied?  Tenant Occupied? | Yes  No  Yes  No | Single Family Residential  Multi-Family Residential  Mixed Use | Commercial  Industrial  Other:  **list** |

|  |  |  |
| --- | --- | --- |
| Yes  No  NA | 1. | Title search was conducted to determine owners of record. |
| Yes  No  NA | 2. | Appraisal Report if required by MEDC or Valuation of property was completed by a knowledgeable person (Waiver Valuation Form 6-D or similar). If Waiver Valuation, it includes:   1. The property to be acquired and a brief description of the property; and 2. An estimate of the value of the property and the basis for the estimate; and 3. The signature, name and qualifications of the person conducting the valuation.   $ Valuation Amount (attach documentation) |
| Yes  No  NA | 3. | Property owner was personally served or sent by certified mail, return receipt requested, the Voluntary Acquisition Notice (Form 6-B or 6-C or similar), which includes:   1. The market value of the property and how the market value was determined; and 2. A statement indicating that the purchaser does not have or will not use the power of eminent domain.   Date and type of delivery (attach documentation): |
| Yes  No  NA | 4. | Sales Contract (Purchase or easement agreement) was executed.  Date executed (attach documentation): |
| Yes  No  NA | 5. | Seller received net proceeds from sale (HUD-Form1; Form 6-L or similar for property acquisition).  Date of Closing (attach documentation): |
| Yes  No  NA | 6. | Document was recorded at the County.  Date Recorded (attach recorded document): |
| CORRECTIVE ACTION, IF REQUIRED |  |  |

|  |  |
| --- | --- |
| **Reviewer Name and Title** | Date: |