Acquisition Process Under the URA*

1. **PLAN PROJECT**
   - ESTIMATE COSTS AND STAFFING NEEDS.
   - HOLD PUBLIC HEARINGS.
   - DECIDE ON PLAN OF ACTION.

2. **PROJECT APPROVED**
   - ESTABLISH ORGANIZATION AND TRAIN STAFF.
   - ESTABLISH MANAGEMENT CONTROL SYSTEM AND PROCEDURES FOR COORDINATING ACQUISITION AND RELOCATION.
   - ESTABLISH RECORDKEEPING PROCEDURES. (PARA. 5-3)

3. **INFORM OWNER**
   - INDICATE INTEREST IN ACQUIRING THE PROPERTY.
   - INDICATE BASIC PROTECTIONS UNDER LAW AND GENERAL ACQUISITION PROCEDURES. (PARA. 5-2b)

4. **BASIC PREPARATION**
   - OBTAIN PRELIMINARY TITLE EVIDENCE.
   - OBTAIN BOUNDARY SURVEY AND LEGAL DESCRIPTION.
   - OBTAIN APPRAISAL(S), INCLUDE PROPERTY ANALYSIS, IF APPROPRIATE. (OWNER INVITED TO ACCOMPANY APPRAISER). (PARA. 5-2c and 5-3).

5. **DETERMINE PURCHASE OFFER**
   - REVIEWER EXAMINES APPRAISAL(S), SEEKS NECESSARY CORRECTIONS AND PREPARES STATEMENT EXPLAINING BASIS FOR ACTION. (PARA. 5-4)
   - ESTABLISH JUST COMPENSATION. (PARA. 5-2d)

6. **WORK WITH OWNER**
   - PROVIDE WRITTEN PURCHASE OFFER OF JUST COMPENSATION TO OWNER. (PARA. 5-2e)
   - PROVIDE SUMMARY STATEMENT OF BASIS FOR OFFER. (PARA. 5-2f)
   - EXPLAIN ACQUISITION PROCEDURES. (PARA. 5-2f)
   - NEGOTIATE PRICE AND OTHER TERMS AND CONDITIONS OF SALE. (PARA. 5-2f)

7A. **CONCLUDE SUCCESSFUL NEGOTIATIONS**
   - ENSURE PURCHASE AGREEMENT FULLY DETAILS TERMS AND CONDITIONS

7B. **CONCLUDE UNSUCCESSFUL NEGOTIATIONS**
   - SEND FINAL WRITTEN OFFER.
   - CONDEMNATION SUIT FILED; ESTIMATE OF JUST COMPENSATION DEPOSITED IN COURT. (PARA. 5-2f)

8A. **COMPLETE SETTLEMENT**
   - ENSURE OWNER EXECUTES DEED.
   - COMPLETE SETTLEMENT COST STATEMENT DETAILING PAYMENT OF PURCHASE PRICE AND INCIDENTAL EXPENSES. (PARA. 5-6)
   - PAY NET AMOUNT AND OBTAIN OWNER RECEIPT. (PARA. 5-2f)
   - RECORD DEED.

8B. **COMPLETE CONDEMNATION**
   - COURT TRIAL AND AWARD.
   - PAY DEFICIENCY JUDGMENT, IF ANY AND INCIDENTAL COSTS. (PARA. 5-6)
   - RECORD COURT ORDER.

9. **FOLLOW-UP**
   - EXECUTE LEASE COVERING PERIOD UNTIL RELOCATION IS COMPLETED. (PARA. 5-2m)
   - OBTAIN FINAL TITLE EVIDENCE (E.G., TITLE INSURANCE).
   - MAINTAIN RECORDS TO DEMONSTRATE COMPLIANCE WITH LAW AND REGULATIONS. (PARA. 6-3)
   - EVALUATE PROGRAM, IMPROVE PROCEDURES FOR FUTURE.

*UNIFORM RELOCATION ACT RULES EFFECTIVE 4/2/69 (HJD HANDBOOK 1378)