CONDEMNED PARCEL CLOSEOUT LIST

Parcel packet contents must be maintained in the order described below for RW Agent submittal, Real Estate evaluation, DAG evaluation, Records activity, and any other reviews or audits.

<table>
<thead>
<tr>
<th>OWNER NAME:</th>
<th>CODE:</th>
<th>PARCEL:</th>
<th>REVIEWER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NA</td>
<td>Form</td>
<td>Required Items</td>
</tr>
</tbody>
</table>

RECORDABLE DOCUMENT ENVELOPE

- Conveyance: Original Conveyance Documents (Deeds, Easements, with Legal Descriptions, paper-clipped)
- Etc.: Original of any other documents requiring recording (Partial Mortgage Release, Affidavits, Resolutions, Lead Paint Disclosure, paper-clipped)

AFTER RECORDABLE DOCUMENT ENVELOPE

- Cond Report: Condemnation Report – all question answered or marked N/A, where applicable
- SDF: Original Sales Disclosure Form only completed through Section C
- Buy Reports: All Buyers Reports (in chronological order, most current first) with SNET Letter at end
- Correspondence: All Emails and Correspondence (in chronological order, most current first)
- Supp T&E: Supplemental Title and Encumbrance Report (dated within the last 30 days)
- T&E: Original Title and Encumbrance Report (with Caption Deed and Mortgage Documents flagged)
- Daily Notice: Copy of Daily Notice if Relocation is involved
- Offer: Any Uniform Offer(s) ever presented to an Owner with corresponding Conveyance Documents attached. Must show Proof of Delivery (dates entered on page 3 of Offer for in-person offers, certified delivery confirmation for mailed offers or proof of publication).
- Relocation: Relocation Documents, if any
- Misc: Miscellaneous Papers pertinent to the Parcel (Survey Documents, Engineering Documents and Plans, Name Change, Tax Info, Retention Requests, W-9, etc.)
- SJC: Statement of Just Compensation
- Appraisal/Review: All Appraisal Documents
OWNER NAME: ___________________________  CODE: ________  PARCEL: ________  REVIEWER: ____________

YES  NA  Form

**Required Items**

**RW AGENT TO COMPLETE THE FOLLOWING BEFORE SUBMITTAL**

- **CONDEMNED**
  - Print “CONDEMNED,” Buyer’s Name, and Original Offer Amount in top right corner of White Parcel Package Envelope

- **LRS**
  - Ensure LRS data is complete and accurate – name, address, phone numbers, dates, dollar amounts, sufficient Buyer’s Remarks to tell the acquisition story
  - Indicate “YES” for Condemnation in LRS.

**INDOT EMPLOYEES ONLY**

- Obtain authorization and delete Acquisition Claim Vouchers as authorized
  - Do not delete Relocation Vouchers or Vouchers entered by others
  - Do not delete any Sign Parcel Vouchers under the same Parcel Number (pcl 99SA, 99SB, 99SC, etc.) as this will delete all the Vouchers

- Route to Buying – Parcel Evaluation

**COMPLIANCE CERTIFICATION**

*I, AGENT NAME & TITLE, AGENT COMPANY, certify that this submittal is made in good faith; that the supporting data is accurate and complete to the best of my knowledge and that this submittal is in accordance with 49 CFR Part 24, PL 91-646 and IC 32-24 and that all applicable rules and regulations of the Federal Highway Administration have been complied with.*

(Signature)

AGENT NAME & TITLE
AGENT COMPANY

Phone: AGENT PHONE
Email: AGENT EMAIL

Reviewer Comments:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________