# SECURED 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.

## Owner Name

<table>
<thead>
<tr>
<th>YES</th>
<th>NA</th>
<th>Form</th>
<th>Required Items</th>
</tr>
</thead>
</table>

### BEFORE RECORDABLE DOCUMENT ENVELOPE

- **Claim Voucher**
  - Original and Marked Copies of all claim vouchers (paper-clipped)
- **Deed**
  - Marked Copies of Deeds (stapled)
- **SDF**
  - Marked Copy of Sales Disclosure Form (stapled)
- **Etc.**
- **Admin Settle**
  - If applicable, Original Administrative Settlement with Documentation (stapled)
- **Acceptance**
  - Original Acceptance of Offer page (usually page 4 of Uniform Offer)

### RECORDABLE DOCUMENT ENVELOPE

- **Conveyance**
  - Original Conveyance Documents (Deeds, Easements, with Legal Descriptions, paper-clipped)
- **SDF**
  - Original Sales Disclosure Form with Marked Copies of Signed Conveyance Documents and 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

- **W-9**
  - Copy of W-9/Vendor Information Form (original or scan/email must be submitted to Finance Unit)
- **Status**
  - Status Report (completed in LRS)
- **SJC w/ Appraisal /Review**
  - Statement of Just Compensation followed by Appraisal Documents
- **Retention**
  - If applicable, Retention Letter
- **Daily Notice**
  - Copy of Daily Notice if Relocation is involved
<table>
<thead>
<tr>
<th>Form</th>
<th>Required Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer</td>
<td>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).</td>
</tr>
<tr>
<td>Receipt</td>
<td>Copy of Receipt of Conveyance</td>
</tr>
<tr>
<td>Tax</td>
<td>Tax Receipts showing taxes are current for Partial Takes / paid for current payable year for Total Takes.</td>
</tr>
<tr>
<td>Tax Memo</td>
<td>Copy of Tax Memo Letter</td>
</tr>
<tr>
<td>Reports</td>
<td>All Buyers Reports (in chronological order, most current first) with SNET Letter at end</td>
</tr>
<tr>
<td>Correspondence</td>
<td>All Emails and Correspondence (in chronological order, most current first)</td>
</tr>
<tr>
<td>Misc</td>
<td>Miscellaneous Papers pertinent to the Parcel, Survey Documents, Engineering Documents and Plans</td>
</tr>
<tr>
<td>Relocation</td>
<td>Relocation Documents, if any</td>
</tr>
<tr>
<td>ROE</td>
<td>Right of Entry, if any</td>
</tr>
<tr>
<td>Name Change</td>
<td>If applicable, Copy of Land Acquisition Name Change, with Copies of Conveyance Documents attached. (Originals should have been sent to INDOT Central Office and LRS already updated by INDOT District)</td>
</tr>
<tr>
<td>T&amp;E</td>
<td>Original Title and Encumbrance Report (with Caption Deed and Mortgage Documents flagged)</td>
</tr>
<tr>
<td>Supp T&amp;E</td>
<td>Supplemental Title and Encumbrance Report (dated within the last 30 days)</td>
</tr>
</tbody>
</table>
OWNER NAME: ____________________ CODE: _______ PARCEL: _______ REVIEWER: _______

YES NA Form Required Items

RW AGENT TO COMPLETE THE FOLLOWING BEFORE SUBMITTAL

☐ ☐ SECURED Print “SECURED,” Buyer’s Name, and Total Amount of Compensation Paid to Owner 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

☐ ☐ 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:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________