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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Property Identification No. | | | | | | |  | | | | | | |  | | |
|  | | | | | | |  | | | | | | |  | | |
| 1. | Possession by Agency: | | | | | | | | |  |  | | |  |  | |
|  | | | | | | | | | |  |  | | |  |  | |
|  | a. | | Notification from Acquisition or Legal Sections to Property Manager | | | | | | |  | Yes | | |  | No | |
|  | | | | | | | | | |  |  | | |  |  | |
| 2. | Description and condition of improvements or appurtenances (including fixtures and equipment): | | | | | | | | |  |  | | |  |  | |
|  | | | | | | | | | |  |  | | |  |  | |
|  | a. | | Appraised value (in place): | | | | | | |  | $ |  | |  | Date |  |
|  | | | | | | | | | |  |  | | |  |  | |
|  | b. | | Salvage value: | | | | | | |  | $ |  | |  | Date |  |
|  | | | | | | | | | |  |  | | |  |  | |
|  | c. | | Basis for salvage estimate: | | | | | | |  |  | | |  |  | |
|  | |  | | | | | | | | | | | | | | |
|  | |
|  | | | | | | | | | |  |  | | |  |  | |
|  | d. | | Inspection of acquired improvements by Property Manager: | | | | | | |  |  |  | |  | Date |  |
|  | | | | | | | | | |  |  | | |  |  | |
|  | e. | | Explanation of lost or stolen items | | | | | | |  |  | | |  |  | |
|  | |  | | | | | | | | | | | | | | |
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|  | | | | | | | | | |  |  | | |  |  | |
| 3. | Method of improvement protection for vacated properties: | | | | | | | | |  |  | | |  |  | |
|  | | | | | | | | | |  |  | | |  |  | |
|  | a. | | Utilities disconnected: | | | | | | |  |  |  | |  | Date |  |
|  | | | | | | | | | |  |  | | |  |  | |
|  | b. | | Fire hazards removed: | | | | | | |  | Yes | | |  | No | |
|  | | | | | | | | | |  |  | | |  |  | |
|  | c. | | Posting of Notice of Public Ownership: | | | | | | |  |  |  | |  | Date |  |
|  | | | | | | | | | |  |  | | |  |  | |
|  | d. | | Local protective agencies alerted: | | | | | | |  |  |  | |  | Date |  |
|  | | | | | | | | | |  |  | | |  |  | |
|  | e. | | Other (describe) | | | | | | |  |  | | |  |  | |
|  | |  | | | | | | | | | | | | | | |
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|  | | | | | | | | | |  |  | | |  |  | |
| 4. | Method of disposition of improvements or appurtenances: | | | | | | | | |  |  | | |  |  | |
|  | | | | | | | | | |  |  | | |  |  | |
|  | a. | | Sale by: | |  | Public Auction | |  | Sealed Bid |  | Other | |  | | | |
|  | | | | | | | | | |  |  | | |  |  | |
|  |  | | 1) | Date of sale | | | | | |  |  |  | |  |  |  |
|  |  | | 2) | Amount recovered | | | | | |  |  |  | |  | $ |  |
|  |  | | 3) | Advertising procedures | | | | | |  | Adequate | | |  | Inadequate | |
|  |  | | 4) | Performance bond | | | | | |  | Adequate | | |  | Inadequate | |
|  |  | | 5) | Rodent control | | | | | |  | Necessary | | |  | Unnecessary | |
|  | | | | | | | | | |  |  | | |  |  | |

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|  | b. | | | Demolition contract: | | | | | | | | | |  |  | | | |  | |  | | |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  |  | | | 1) | | Demolition cost estimate | | | | | | | |  | Adequate | | | |  | | Inadequate | | |
|  |  | | | 2) | | Competitive bidding | | | | | | | |  |  |  | | |  | | Yes | | No |
|  |  | | | 3) | | Advertising procedures | | | | | | | |  | Adequate | | | |  | | Inadequate | | |
|  |  | | | 4) | | Performance bond | | | | | | | |  | Adequate | | | |  | | Inadequate | | |
|  |  | | | 5) | | Contractor’s experience | | | | | | | |  | Adequate | | | |  | | Inadequate | | |
|  |  | | | 6) | | Rodent control | | | | | | | |  | Necessary | | | |  | | Unnecessary | | |
|  |  | | | 7) | | Construction inspections | | | | | | | |  | Adequate | | | |  | | Inadequate | | |
|  |  | | | 8) | | Final report made to Property Manager | | | | | | | |  |  |  | | |  | | Yes | | No |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | c. | | | Demolition by highway contractor: | | | | | | | | | |  |  |  | | |  | | Yes | | No |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  |  | | | 1) | | Justification | | | | | | | |  | Adequate | | | |  | | Inadequate | | |
|  |  | | | 2) | | Demolition included as special item in construction contract bid proposal | | | | | | | |  |  |  | | |  | | Yes | | No |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
| 5. | Rental procedures: | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | a. | | | Terms of occupancy or removal of improvements in Acquisition Agreement: | | | | | | | | | |  |  | | | |  | |  | | |
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|  | b. | | | Free occupancy period: | | | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | c. | | | Rental period: | | | |  | | | | | | | | |  | Amount | | $ | |  | |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | d. | | | Method of establishing rental rate: | | | | | | | | | |  |  | | | |  | |  | | |
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|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  |  | | | 1) | | Policy for establishing rental rates is uniformly applied | | | | | | | |  |  |  | | |  | | Yes | | No |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | e. | | | Advertising or soliciting for tenants | | | | | | | | | |  | Adequate | | | |  | | Inadequate | | |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | f. | | | Rental Agreement Form | | | | | | | | | |  | Adequate | | | |  | | Inadequate | | |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
| 6. | Evaluation: | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | a. | | | Property Management on subject parcel meets State and Federal Aid policy and procedural requirements | | | | | | | | | |  |  |  | | |  | | Yes | | No |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | |  | | | Date | |  | | |  | | Review |  | | | | | | | | | | |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | b. | | | Date agency notified of deficiencies | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |  |  | | | |  | |  | | |
|  | c. | | | Manner of notification | | | | |  | | | | | | | | | | | | | | |
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| Remarks: |
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| Reviewed By |  |  |
|  | (Print) |  |
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| Date |  |  |
|  |  |  |
|  |  |  |
|  | (Signature) |  |