

RELOCATION

SPOT CHECK REVIEW CHECKLIST

- GENERAL INFORMATION NOTICE
- LAWFULLY PRESENT FORM
- RELOCATION BROCHURE
- OCCUPANCY SURVEY
- NOTICE OF ELIGIBILITY & 90 DAY ASSURANCE (draft)
- MOVE EXPENSE AGREEMENT
- REPLACEMENT SITE LOG (if applicable)
- MIDP CALCULATION (if applicable)
- ALL SUPPORTING APPLICABLE DOCUMENTS USED TO DETERMINE: Housing Comparison Worksheet, Move Cost Determination, Agent Move Estimate, Commercial Move Bids, Inventory of personal property, Replacement Housing Payment
- DIARY

CERTIFICATION REVIEW CHECKLIST

- COMPLETED DIARY (signed & dated)
- DIARY DISCLAIMER (if not included in the diary)
- DSS INSPECTION
- COORDINATING CLOSING EFFORTS
- RECONCILED INCIDENTAL EXPENSES (if applicable)
- MIDP EXECUTED (if applicable)
- VACATE INSPECTION WITH PHOTOS
- PROOF OF PAYMENT
- SIGNED AND COMPLETED DOCUMENTATION (covering all relocation processes and all required forms)

RELOCATION FILE SUBMITTAL STRUCTURE

- RELOCATION PROJECT FILE (for ROW Plan, Relocation Plan, and Relocation Plan addenda)
- NOTICES
- DOCUMENTS
- CLAIMS (if applicable)
- PAYMENT INFORMATION
- CORRESPONDENCE/MISCELLANEOUS
- DIARY
- CORRECTED/MISSED DOCUMENTS: To be used if additional information, including a supplemental diary, is requested by your LAC once the review has begun.

Note: Files must be provided to your Local Agency Coordinator (LAC) via a file-sharing application, such as Dropbox or Google Docs, with a secure link included in the email request for Spot Check or Certification Review. The choice of file-sharing application to use is at the discretion of the local agency. The local agency will need to work with their ROW consultants to ensure the file share application selected is compatible with their use if the ROW consultant will be submitting files on behalf of the local agency. **PLEASE DO NOT INCLUDE DUPLICATES OF THE SAME ITEM.**