RELOCATION CLOSE-OUT CHECK LIST

RESIDENTIAL DISPLACEE

STATE PROJECT NO. _____
F.A.P. NO. _____
PARCEL NO. _____
DISPLACEE _____

A. General Informational Notice……. _____
B. 90-Day Eligibility Letter…….. _____
C. Occupant Inventory & Log of Contacts…… _____

MOVING DOCUMENTATI0N

SCHEDULE MOVE

Floor Plan _____
Check Receipt _____
Claim Form _____

ACTUAL COST MOVE

Commercial Move

Copies of Bids…….. _____
Inventory of Items Moved……. _____
Advance Request if Needed…… _____
Check Receipt(s) ……. _____
Claim Form……. _____

Actual Cost Self Move

Actual Cost Move Form……..… _____
Copies of Paid Receipts……. _____
Inventory of items moved…… _____
Advance request, if needed…… _____
Check Receipt(s)……..…. _____
Claim Form……..…. _____

REPLACEMENT HOUSING PAYMENT

DOCUMENTS REQUIRED ON ALL RESIDENTIAL RELOCATIONS WITH RHP PAYMENTS

Replacement Comparison & Computation Sheet….. _____
Inspection Report, Acquired Dwelling…….. _____
Inspection Report, Comparable Dwelling……. _____
Inspection Report, Replacement Dwelling…….. _____
Advance Request, if necessary……. _____
Receipts all checks……. _____
Replacement Housing Claiim Form……. _____

ADDITIONAL DOCUMENTATION REQUIRED BY TYPE OF SUPPLEMENT

Purchase Supplement

Purchase Agreement…….. _____
Closing Statement…….. _____
Interest Differential
Computation, if Necessary…… _____
Check to Displacee and Seller…….. _____
Copy of Replacement Sale……. _____
Copy of Closing Statement……. _____

Rent Supplement

Rent Receipt, displacement……. _____
Rent Receipt, replacement……. _____
Utility Worksheet……. _____
Income Certification, if necessary……. _____

_____

Down Payment Supplements

Rent Receipt, displacement……. _____
Utility Worksheet……. _____
Purchase Agreement……. _____
Copy of replacement sale……. _____

I certify that all original documents pertinent to this relocation have been submitted to the Relocation Assistance Officer, as indicated on this checklist.

REAL ESTATE AGENT _____ DATE _____