

Project Code:
Parcel No:
Project No:
Location:
Name of displaced person(s):
<b>► NOTE:</b> Check only boxes that are applicable to this particular owner or tenant. ◀

**RELOCATION CHECKLIST AND RECORD OF CORRESPONDENCE**

**RESIDENTIAL PARCELS:**

- Relocation brochure delivered
- First Negotiation Contact delivered with Certificate of Legal Residency
- Demographic Information delivered
- 90 days written notice delivered
- 30 day written notice delivered
- Moving costs explained
- Replacement housing explained
- Offered assistance in locating replacement property
- DSS inspection performed prior to purchase or renting
- Relocation Agreement (CDOT Form #591) signed if acquisition is proceeding to condemnation

**BUSINESS, FARM AND NONPROFIT ORGANIZATION:**

- Relocation brochure delivered
- First Negotiation Contact/90 Day Notice delivered with Certificate of Legal Residency
- Demographic Information delivered
- 30 day written notice delivered
- Moving costs explained
  - Inventory given to moving companies
  - Two estimates received
- Site search explained
- Storage explained
- Related non residential eligible expenses (connection to utilities, professional services, impact fees) explained
- Reestablishment expenses explained
- Fixed payment for moving expenses (In-Lieu) explained

Additional comments:

I certify that I understand the subject parcel is to be used in connection with a Federal Aid project. That I have no direct or indirect, present or contemplated, future personal interest in any relocation payments or benefits. That the following chronological record, to the best of my knowledge, is a true account of contacts with, and activities in behalf of displaced person(s).

Real Estate Specialist signature	Title:	Date:
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Date	Remarks/Action Taken/Interviews/Telephone Conversations/Assistance Given/ Letters Sent/Payoffs
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