

COLORADO DEPARTMENT OF TRANSPORTATION CONDEMNATION MEMORANDUM AND CHECKLIST	Project Code:	
	Parcel No:	
	Project No:	
	Region:	County:

OWNERS OF RECORD		
Names/Addresses (cannot be a PO Box)	Nature of Interest	Recorded Information

OTHER PARTIES OF INTEREST: BENEFICIARIES, LIEN HOLDERS, JUDGEMENTS, LESSEES, WATER, ETC.		
Names / Addresses	Nature of Interest	Recorded Information

APPRAISAL DATA				
Appraiser Name/Address/Phone #	Land Value (Including TEs and Land Parcels)	Improvements	Damages/ Benefits	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

Review appraiser: Has landowner's appraisal been reviewed? YES NO
 Attach copies of all CDOT appraisals, property owner appraisals and FMVS.

ACQUISITION DATA													
Description of improvements taken:													
Status of taxes: Attach current treasurer's certificate of taxes due													
Who is in possession of the premises? Name:	<input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Family <input type="checkbox"/> Tenant If ownership is leased, attach a copy of the lease.												
Address:													
Is this a total taking or part of the total ownership? <input type="checkbox"/> Partial <input type="checkbox"/> Total Taking													
Is Hazardous Waste Involved? <input type="checkbox"/> No <input type="checkbox"/> Yes (Attach a copy of the PSI)													
If access rights are to be limited, what means of ingress and egress are left for, or to be provided to, the owner?	Will the owner stipulate to possession? <input type="checkbox"/> Yes <input type="checkbox"/> No												
Opposing Attorney: - Phone # Name: Address: City State Zip Code	Detail negotiations with owner: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td rowspan="5" style="width:20%; text-align: center; vertical-align: middle;">Amount Offered For:</td> <td style="width:40%;">The Land</td> <td style="width:40%; text-align: right;">\$</td> </tr> <tr> <td>Improvements Taken</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Damages/Benefits</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Land Rental</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Remainder(s)</td> <td style="text-align: right;">\$</td> </tr> </table>		Amount Offered For:	The Land	\$	Improvements Taken	\$	Damages/Benefits	\$	Land Rental	\$	Remainder(s)	\$
Amount Offered For:				The Land	\$								
				Improvements Taken	\$								
				Damages/Benefits	\$								
				Land Rental	\$								
	Remainder(s)	\$											
Public Trustee: - Phone # Name: Address: City State Zip Code	Total amount of offer \$												
County Treasurer: - Phone # Name: Address: City State Zip Code	Salvage Value \$												
Attach copy of original offer letter, final letter/letter of compromise and any counteroffers.													
Owner's reasons for rejecting the offer:													

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NEGOTIATOR'S DATA

Attach copy of the completed, signed Parcel Negotiation Record and Certificate, CDOT Form #273. Attach copy of all correspondence with owner or owner's representatives.	
Has the owner entered into any agreement with CDOT? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:	Is wetlands, gravel, drainage, water rights, access, noise an issue? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Explain:
Attach a copy of any agreement and closing statement, (possession, crop damage, ditch, and construction features).	

MEMORANDUM OF OWNERSHIP/TITLE COMMITMENT

Has title work been updated to within 90 days of this action? <input type="checkbox"/> Yes <input type="checkbox"/> No Attach legible copies of all conveyance documents, deeds of trust, easements and other encumbrances affecting the acquisition.	
Is there a problem getting releases? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Explain:	Is there a severed mineral interest that may affect the sub-surface support? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Explain:

UTILITIES/OTHER EASEMENTS

Will utility or other easements remain within the acquisition? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: Attach copy of the common use agreement if applicable	Will it be necessary to relocate any utilities because of the acquisition? If no, explain below. <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: If so, has a utility relocation agreement been executed? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;">Attach copy if available</div>
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LEGAL DESCRIPTIONS AND MAPPING

Attach two copies of the line sheets outlining parcels and easements to be acquired.	
Attach copies of the latest real property and access descriptions used in negotiations including temporary easements.	
Attach full size copy of all subdivision plats including signature pages.	
Do fair market value areas correspond with descriptions and plans? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all easements affecting the acquisition shown on the line sheets and ownership map? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:	Are all easements affecting the remainder shown on the line sheets and ownership map? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Are all signs, wells, improvements, utilities, and flood plains, planned roads that affect the acquisition shown on the line sheets and ownership map? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:	

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PROJECT DATA

Is immediate possession required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the parcel on a virgin alignment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Freeway resolution? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, #
Pending construction		Future right of way (attach copies)
Proposed ad date:	Are right of way funds in the five-year program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Construction budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the environmental assessment been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Region Right of Way Manager: - Phone # Name: Address: City State Zip Code		
Resident Engineer: - Phone # Name: Address: City State Zip Code		
Utility Engineer: - Phone # Name: Address: City State Zip Code		
Remarks of real estate specialist which may aid attorneys in the prosecution of the action:		
Region Approval	Real Estate Specialist	Date