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| **COLORADO DEPARTMENT OF TRANSPORTATION****RELOCATION CHECKLIST AND****RECORD OF CORRESPONDENCE** | Project Code:       |
| Parcel No:       |
| Project No:       |
| Location:        |
| Name of displaced person(s):      |
| ►**NOTE:** Check only boxes that are applicable to this particular owner or tenant.◄ |
| 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 |
|       |       |