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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 |
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