

**EXHIBIT G**

**COLORADO DEPARTMENT OF TRANSPORTATION  
CHECKLIST FOR ACQUISITION**

Project Code:  
Parcel #:  
Project #:  
Real Estate Specialist:

Acquisition by:  State  Local Public Agency  Consultant  
Taking:  Total  Partial  
Type of Acquisition:  Improved  Residential  Commercial  Industrial  Agriculture  Other  
Acquisition type:  Negotiated  Region Administrative Settlement  Legal Administrative Settlement  
 Administrative Settlement  Court Award  Donation  
Date Negotiations Initiated:  
Offer made:  in person  mail  
Fair Market Value: \$  
Final Acquisition Costs: \$  
Settlement Date:  
Final Acquisition Payment Date:

Owner  Tenant Name:  
Subject Address:

Evaluation Items:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date
A. Donation was properly administered	<input type="checkbox"/>	<input type="checkbox"/>	
B. Every reasonable effort to negotiate was made	<input type="checkbox"/>	<input type="checkbox"/>	
C. Just compensation established prior to negotiations	<input type="checkbox"/>	<input type="checkbox"/>	
D. Prompt offer of just compensation	<input type="checkbox"/>	<input type="checkbox"/>	
E. Written offer	<input type="checkbox"/>	<input type="checkbox"/>	_____
F. Summary statement, property and damages separated & provided	<input type="checkbox"/>	<input type="checkbox"/>	_____
G. Summary statement, interest acquired is identified	<input type="checkbox"/>	<input type="checkbox"/>	
H. Full payment available or made prior to possession	<input type="checkbox"/>	<input type="checkbox"/>	
I. Coercive actions avoided	<input type="checkbox"/>	<input type="checkbox"/>	
J. Offer to acquire uneconomic remnant	<input type="checkbox"/>	<input type="checkbox"/>	_____
K. Tenant-Owner Improvements properly handled	<input type="checkbox"/>	<input type="checkbox"/>	
L. Adequate record of negotiations	<input type="checkbox"/>	<input type="checkbox"/>	
M. Revised offer handled appropriately	<input type="checkbox"/>	<input type="checkbox"/>	
N. Administrative settlements are properly supported	<input type="checkbox"/>	<input type="checkbox"/>	_____
O. Settlements approved by appropriate personnel	<input type="checkbox"/>	<input type="checkbox"/>	
P. Ineligible items excluded from settlement or award	<input type="checkbox"/>	<input type="checkbox"/>	
Q. Agent log signed by agent who negotiated with owner	<input type="checkbox"/>	<input type="checkbox"/>	
R. Other (specify):			

Acquisition conducted with evidence of discrimination  Yes  No  
If yes explain:

General comments on overall handling of this acquisition:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_