**EXHIBIT I**

COLORADO DEPARTMENT OF TRANSPORATION

CHECKLIST FOR BUSINESS RELOCATION

 Project Code:

 Parcel #:

 Project #:

 Real Estate Specialist:

Acquisition by: [ ]  State [ ]  Local Public Agency [ ]  Consultant

Taking: [ ]  Total [ ]  Partial

Acquisition type: [ ]  Negotiated [ ]  Administrative Settlement [ ]  Court Award

Final Acquisition Costs: $

Final Acquisition Date:

[ ]  Owner [ ]  Tenant Name:

Subject Address:

Date of Occupancy:

Date Moved:

Replacement Business Site Address:

Moving Cost Type: [ ]  Commercial [ ]  Self (Low Bid Estimate) [ ]  Actual [ ]  In Lieu

Moving Costs Payment Date Approved:       $

In Lieu Payment Date Approved:       $

Site Search Payment Date Approved:       $

Reestablishment Date Approved:       $

Actual Direct Loss/Tangible Personal Property Date Approved:       $

Evaluation Items: Date

A. Relocation benefits adequately explained to displacees [ ] Yes [ ] No

B. Availability & information provided on replacement site [ ] Yes [ ] No

C. General Information Notice given (Business First Negotiation

 Contact Letter/90-Day Notice [ ] Yes [ ] No

D. 30-Day Notice issued [ ] Yes [ ] No

E. Inventory of personal property obtained by CDOT at subject [ ] Yes [ ] No

F. All personal property from subject was removed [ ] Yes [ ] No

G. Moving cost adequately supported and paid [ ] Yes [ ] No

H. Business reestablishment costs supported and paid [ ] Yes [ ] No

I. Actual Direct Loss/Tangible Personal property supported and paid [ ] Yes [ ] No

J. Searching expenses adequately supported and paid [ ] Yes [ ] No

K. In Lieu payment adequately supported and paid [ ] Yes [ ] No

L. Reestablishment payment adequately supported and paid [ ] Yes [ ] No

M. Action Appealed? [ ] Yes [ ] No

 If yes, explain board’s decision:

N. Relocation conducted with evidence of discrimination [ ] Yes [ ] No

 If yes, explain:

O. Agent log signed by agent who negotiated with business owner/tenant [ ] Yes [ ] No

General comments on overall handling of this relocation:

Reviewed by:       Date: