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| **COLORADO DEPARTMENT OF TRANSPORTATION** **DOCUMENT TRANSMITTAL** | Project Code: | |
|  | Parcel No: | |
|  | Project No: | |
|  | Location: | |
|  | Date: | |
| To: Project Development Branch, ROW Program, HQ 3rd Floor, Attn: Acquisition/Relocation Unit | | |
| From: | | |
| Condemnation package including supporting data (Condemnation Memorandum and Checklist, Parcel Negotiation Record and Certificate, Offer of Fair Market Value, etc). Original package to HQ ROW and copy to AG’s Office. | | |
| Warrant Request for acquisition including supporting data (ROW Settlement Checklist, Memorandum of Agreement/Possession & Use Agreement/Administrative Settlement, Fair Market Value/Waiver Valuation, Parcel Negotiation Record and Certificate; Offer of Fair Market Value, Final Offer Letter; miscellaneous correspondence, W-9)  Special warrant instructions:  Special delivery instructions: | | |
| Warrant Request for relocation including supporting data (determination, claim form, Relocation Checklist and Certificate and W-9). The following are required for the first request for payment:   * If residential (First Negotiation Contact; 90 Day Notice; Certification of Residency Status) * If business (First Negotiation Contact or 90 Day Notice and Certification of Residency Status) * If personal property only (First Negotiation Contact or 90 Day Notice and Certification of Residency Status)   Special warrant instructions:  Special delivery instructions: | | |
| Fair Market Value Encumbrance Requested?  Yes  No | | |
| Closing Documents: | | |
| Acquisition Stage Relocation Plan/Displaced Persons Information | | |
| Relocation Determination | | |
| Other: | | |
| Miscellaneous/Remarks: | | |
| Real Estate Specialist | | Date: |