

**GENERAL** - Suggested real estate acquisition steps for Federally funded projects. Table of Contents for the Sponsor booklet.

**PLANNING** - Preliminary real estate work involving surveys, legal descriptions, tract ownership maps, and landowner contact.

- Milestones - Real Estate milestone chart
- RightEntry - Right-of-Entry for Survey and Exploration
- Cont-CorpsSponsor - Agreement between the Corps and the Sponsor for the Corps to perform the real estate acquisition work
- InitialContact - Initial notification of project to owner
- RightConstruct - Right-of-Entry for Construction
- TitleComp - Letter to title company requesting initial title search

**ESTATES** - Accepted Justice Department language for the interests to be acquired in the project.

**APPRAISAL** - Market value of the interest to be acquired for the project. Appraiser performing valuation must be pre-approved by the Corps.

- Cont-Appraiser - Contract with appraiser
- WaiverGuide - Guidance on the applicability of appraisal waivers
- Waiver - Waiver to do appraisal
- Donation - Owner decides to donate
- ShortForm - Short form appraisal for parcels \$2500 or less which would not be included in the Waivers
- High&BestUse - Example of Highest and Best Use discussion for extensive appraisals

**ACQUISITION** - The negotiation, closing, or condemnation stages of the real estate requirements.

- OfferLetter - Letter offering the owner the just compensation for the required project interests. Such amount cannot be less than the approved appraisal.
- Cont-PermEase - Permanent easement contract
- Easement - Easement Deed (conveyance of interest)
- PurchaseAgmt - Agreement with owner to buy parcel in fee.
- Deed - Conveyance of fee interest by owner
- NegotatReport - Report of contacts and discussions held with owner. Helpful if parcels proceed to condemnation.

**RELOCATION** - Occurs when displacing individuals or businesses from the project area.

NotifyLetter - This notifies relocatee of project and potential relocation.

PrelimData - Assists in gathering data regarding relocatee's benefits.

Comparables - Comparison chart between displaced site and relocations available in the market. Helps to determine relocation benefits.

Offer - Letter to the displacee indicating the benefits available to them.

Agreement - Agreement concerning benefits.

IndividualMove - Claim for individuals who move either actual costs or a fixed chart amount.

RentalAssist - Claim for rental assistance for individuals renting a replacement dwelling.

DownpaymentAssist - Claim for downpayment assistance when a tenant purchases a replacement dwelling.

Replacement - Claim of owners' benefits for replacement dwelling.

Bus-ActualMove - Claim for business benefits when an itemized documentation is used.

BusinessMove - Claim used when the business files for a fixed rate based on average net income.

**LERRDs** - (Lands, Easements, Rights of Way, Relocations, and Disposals) Sponsor certifies real estate availability and obtains credit for project work.

Attorney-Cert - Sponsor Attorney's certification that all real estate interests for project have been obtained.

Entry-Cert - Right of Entry from Sponsor for Corps personnel and contractor to proceed unto project lands and construct project.

Credit-Criteria - Listing of record keeping suggestions and documents required for crediting purposes.

Credit-Acquisition - Claim for crediting of acquisition interests.

Credit-Relocation - Claim for crediting of residential and business relocations.