



FTA Acquisition File Evaluation Form 49 CFR Part 24 Requirements

Agency: _____ Parcel #: _____ FTA Region: _____

Property Owner: _____ Project: _____

Parcel Address: _____

Acquisition: Total Fee Partial Fee Other Less than Full Fee Interest (PE/TCE)

Type of Parcel: Improved Unimproved

Acquired through: _____

Initiation of Negotiations (ION) Date: _____

Established offer of just compensation: \$ _____ Settlement Amount: \$ _____

Closing Documents in File:
 Conveyance Documents Judicial Order Proof of Final Payment

Did acquisition cause any displacement(s)?: No Yes

Voluntary Acquisition? Yes No
 If yes, skip to Section C

A. Acquisition/Negotiation Requirements

1. §24.102(b) – Notice to Owner
 Was the owner notified of the Agency’s interest in acquiring the real estate and provided with an informational brochure explaining the basic URA protections?
 Yes No Date: _____

2. §24.102(d) and (e) – Establishment and Offer of Just Compensation/Summary Statement
 Is there documentation to show that an agency official established just compensation and presented a written offer letter to the owner which included a summary statement of the just compensation amount established and a right of way plat showing the areas and interests to be acquired (i.e., fee simple, easements etc.)?
 Yes No

3. §24.102(f) – Basic Negotiation Procedures
 Was the owner given a reasonable opportunity to consider the offer, present material believed to be relevant to determining the value of the property, and suggest modification in the proposed terms and conditions of the purchase?
 Yes No

4. §24.102(k) – Uneconomic Remnant
 Were any uneconomic remnants identified?
 Yes No N/A

4a. If yes, did the Agency offer to acquire it?
 Yes No



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5. §24.102(i) – Administrative Settlement

If the purchase price exceeded the offered just compensation amount, does the file contain a written justification that the settlement paid by the Agency was reasonable, prudent, and in the public interest?

Yes No N/A

6. §24.102(j) – Payment before Possession

Is there documentation in the file showing that payment was made for the property before taking possession?

Yes No Date: _____ Payment Type: _____

Comments as needed for clarification: _____

B. Appraisal/Review Appraisal Requirements

49 CFR Sections 24.102, 24.103, and 24.104

- | | | |
|---|------------------------------|-----------------------------|
| * Does the file contain an appraisal and a review appraisal? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * If no, does the file include a waiver valuation under 24.102? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * Does the appraisal meet the definition of an appraisal under 24.103? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * Does the review appraisal meet the definition of a review appraisal under 24.104? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * Does the review appraiser recommend the appraisal? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * Is the time between appraisal date of value and ION date reasonable? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * Was the owner offered opportunity to accompany appraiser? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * If applicable, does the file contain a realty/personal property? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments as needed for clarification: _____

C. Documentation Requirements

49 CFR 24.9(a) Recordkeeping and Reports.

- | | | |
|---|------------------------------|-----------------------------|
| * Does the file contain a negotiator's log? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * Does the log contain adequate detail, including date and summary of issues with the owner or their representatives? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * Do the acquisition file and other project records reviewed provide sufficient detail to demonstrate URA compliance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments as needed for clarification: _____



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Reviewer's Assessment of Overall URA Compliance:

Compliant Not Compliant Undetermined

Date Reviewed: _____ (mm/dd/yy)

Reviewer Comments (note any 'no' or 'undetermined' answers): _____
