

RIGHT OF WAY CHECK LIST

PROJECT NO _____ PARCEL(S) _____ PCN _____

NEGOTIATOR _____ LANDOWNER(S) _____

ACQUISITION DOCUMENTS:

(Submit in Order Listed)

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. Negotiator's Report (Typed)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. Approved Value Breakdown Page from Statement of Project Review
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. Administrative Settlement (Summary Narrative Form Detailing Circumstances)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. Memorandum of Offer
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5. Executed Notification and Appraisal Waiver
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. Executed Memorandum Agreement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7. Executed Temporary Construction Easement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8. Executed Permanent Maintenance Easement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9. Executed Warranty Deed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10. Subordination of Rights (Leased Properties Only)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11. Agreement for Entry and Construction Without Compensation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12. Additional Written Communications (Negotiator Field Notes/Emails/Correspondence)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13. Title Certificate/Pencil Abstract/Title Insurance/Plats
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14. Executed W-9 (Not Required on Donations)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15. NDDOT Title VI Public Participation Survey
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	16. Corporations/Partnerships - Corporate Resolutions or Other Documentation Authorizing Signer.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17. Meeting Minutes (Schools, Churches, Counties, Cities, Hospitals, etc.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18. Condemnation (Summary Narrative Form - Detailing Why We Need to Condemn and What Alternatives Were Sought)

\$ _____
Total Payment Due

Approved By

Date

TITLE CURATIVE REMINDERS:

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Joint Tenancy - Copy of the Death Certificate for Any Deceased Joint Tenant, Passes to Surviving Joint Tenant(s)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tenants in Common – Ask for a Copy of the Will for Deceased, and Obtain Heirs Signature. If Will Has Not Been Probated, Obtain Copy of Letters Testamentary Appointing Personal Representative, and Obtain Personal Representative's Signature.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Life Estate Interest/Life Tenant – Obtain Copy of Death Certificate & Agreement for Remainderman
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Power of Attorney/Trust Agreement Identifying Trustee(s)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Validate Outstanding Mortgage on Title Certificates & Provide Mortgage Contact Info
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Validate Judgments/Liens Against the Property for Permanent Acquisitions
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ownership Information Matches on the Plats, Title Work, and Acquisition Documents

Prior to Submission, Verify Current Ownership via NDRIN – Verification Date: _____ **Initials:** _____