

Buying Review Checklist

Internal Guide Use Only: This document is not intended to be an official form. It is intended to only be a visual aid overview of the review process for a secured parcel and does not have to be filled out by staff during a parcel review.

Code:	Parcel:	Des. #:	District:
Road:	Name:		County:
Size:			Amount:

EMAIL PDF'S

1. Closeout List: Parcel Info, Checklist, Agent Signature, Reviewer Signature. SIGN. ERMS.	<input type="checkbox"/>
2. Claim Voucher: Names, Code & Parcel Number, Amount, Owner Signature(s), Originator's Signature. LEGAL.	<input type="checkbox"/>
3. Status Report: Parcel Info, Type of Take, Amounts in appropriate columns, "Negotiator's" Signature. SIGN. ERMS.	<input type="checkbox"/>
4. Conveyance Documents: Parcel Info, Name, Written Amount, Amount and Description, Tax Years, Signatures & Notary, Legal Exhibit/Description Parcel Size. LEGAL.	<input type="checkbox"/>
Sales Disclosure Form (SDF): Parcel Info, Sales Price, Owner Phone Number(s) & Signature(s), Buyer's Signature. LEGAL.	<input type="checkbox"/>
5. Right of Entry: Parcel Info, Effective Date, Property Owner Name, Dollar Amount, Signature, Notary	<input type="checkbox"/>

UNIFORM OFFER FILE (ERMS)

6. Uniform Offer: Parcel Info, Delivery Method, Date of Offer Received, Correct Info Acceptance of Offer, Conveyance Documents attached	<input type="checkbox"/>
7. Statement of Basis for Just Compensation (SJC): Parcel Info, Size of "Take", Column Amounts, Signatures	<input type="checkbox"/>
8. Administrative Settlement Letter: 1 st Page Only, Amounts Listed, Initials & Signatures	<input type="checkbox"/>
9. Action Item: Parcel Info, Completed, Signatures	<input type="checkbox"/>
10. Action Item-Excess Land: Parcel Info, Completed, Math/Numbers, Initials & Signatures	<input type="checkbox"/>

BUYER'S REPORT FILE (ERMS)

11. Supplemental T&E Report: Parcel Info, Report Date, Updated Info, Tax Balance	<input type="checkbox"/>
12. Signor's Authorization: Verify signor's authority	<input type="checkbox"/>
13. SNET & Buyer's Report: Verify the inclusion of these documents	<input type="checkbox"/>
14. Emails: Correspondence	<input type="checkbox"/>
15. Misc: Any documents not specifically mentioned in Checklist	<input type="checkbox"/>
16. Copy of Receipt of Conveyance: Verify its inclusion	<input type="checkbox"/>
17. Retention Letter: Parcel Info, Signatures	<input type="checkbox"/>
18. Formal Retention Agreement: Parcel Info, Completed Info, Signatures, Notary	<input type="checkbox"/>
19. Retention of Ownership: Parcel Info, Items, Signatures	<input type="checkbox"/>

VARIOUS FILE (ERMS)

20. Land Acquisition Name Change: Updated Name, Parcel Info, Conveyance Document	<input type="checkbox"/>
21. Electronic Signature Documents: *See instructions	<input type="checkbox"/>
22. Electronic Verification Page: *See instructions	<input type="checkbox"/>

T&E Report (ERMS)

23. T&E Report:	<input type="checkbox"/>
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INSTRUCTIONS FOR CHECKLIST

Goals of this Checklist: To provide a process that will be helpful in ensuring that a certain set of tasks are always being done for each parcel review and to reduce the possible number of mistakes. While helpful for all employees, this checklist was designed with a beginner review in mind.

General Instructions

- Filling in the Parcel information before reviewing will help familiarize you with the necessary information needed during the review. This will also enable you to quickly cross-reference information between the various submitted documents. Also, much of this information will be necessary when uploading the Status Report File to ERMS after the review is complete.,
- Please place a “√” in the box for each document included on the Checklist. Use an “X” in each box that a document was not included. After reviewing each item of the checklist, please circle each “√” to confirm it has been properly reviewed.
- After completing the Checklist, please fill in your Name, Signature, Title, and Date.

Specific Instructions for Questions One through Twenty-Three

1. Please make sure you have the proper checklist with the assigned parcel. Take note of the parcel info and compare to that in LRS. Check those items listed to be included. Verify the Buyer’s signature. **Sign checklist upon completing the Parcel Review. Upload to ERMS when review completed.**
2. Check to see EXACT name to be compared with Conveyance Documents as well as T&E Report. Confirm Code and Parcel Number, Amount of voucher, all necessary ownership signatures, and the Originator’s signature. **This will get emailed to Legal upon completion of review.**
3. Check all Parcel info, what type of “Take”, and the amounts listed and in their appropriate columns. Confirm the “Negotiator” signature. **Sign Status Report upon completing the Parcel Review. Upload to ERMS when review completed.**
4. For Deeds, confirm all Parcel info. Take note of the EXACT parcel owner Name. Confirm that the amount typed is correct and matched the numbered amount. Compare the amounts and their description(s). Confirm the correct tax years usually listed on page 1. Check all information on the signature page, necessary signatures, and the necessary Notary. There should also be a Legal Exhibit/Description. Take note of the acquisition size(s). If there are more than one deed, multiple checks will be necessary and the sum of the “Take” may be listed on the SJC. **This will get emailed to Legal upon completion of review.**

Whether the SDF comes as a separate file or included with the Conveyance Documents, you will need to confirm all Parcel info, Sales Price, Phone Number of the parcel owner(s), Signatures of the parcel owner(s), and the Buyer’s Signature. **This will get emailed to Legal upon completion of review.**

5. Verify parcel info, the effective date, names of the property owners, and dollar amount. Confirm signature and notary.
6. Verify parcel info. Check for offer received date (pg3). Verify signatures, amounts, and notary (pg4). Confirm that conveyance documents have been included.
7. Verify parcel info and confirm size of acquisition. Verify amounts. Confirm necessary signatures at the bottom of the form.
8. Only the first page will be included in the file. Verify parcel info and confirm amounts. Must have Manager initial and Director’s signature.
9. Verify parcel info and that the form has been completed. Ensure it includes all necessary signatures.
10. Verify parcel info, that the form has been completed, the math/numbers are correct, and that it includes all necessary initials & signatures.
11. Cross reference w/ Caption Deed. Signed and dated by buyer. Taxes up-to-date. Must have been completed within past 30 days.
12. View document proving signor has authority to sign. (*Examples: Power of Attorney, Corporate Resolutions or other Corporate Authority Documents, LLC Organizational Documents, Documents from the Indiana Secretary of State’s Office, Trust Documents, Estate Documents, Local Government Authority Documents, Court Orders, Meeting Minutes Showing Sale Authority, etc.*)
13. Verify parcel info and that acquisition details are correct for SNET and all Buyer’s Reports. Check for property owner concerns.
Were those concerns addressed?
14. Check for any and all correspondence related to the take of the parcel.
15. Any documents not specifically mentioned in Checklist .
16. Verify its inclusion.
17. Verify the owner’s name matches. Check for timeliness and errors. Signatures.
18. Confirm parcel info. Ensure document has been completed with correct info. Confirm signatures and notary.
19. Check for correct parcel info, items list, and appropriate signatures
20. Check for updated name of parcel owner and that it matches that in this Acquisition. Review conveyance document that should always be included.
21. Each document signed electronically should be uploaded separately; multiple agreements can be together in one file, if that was how the documents were signed, however electronically signed documents should never have their files merged post-signature; they should also not be printed, scanned, then uploaded. Electronic signature documents are documents that would have been signed using programs like DocuSign that uses security procedures during the signing process.
22. Consultants having documents electronically signed documents using programs like DocuSign must also submit signature security verification information; for DocuSign, either the Certificate of Completion **or** the Envelope History must be uploaded into ERMS; for those using Adobe Sign, a copy of the Final Audit Report can be submitted. For other software, the appropriate documentation will have to be determined.