



# Relocation Parcel Closeout Checklist

Project No.: \_\_\_\_\_

Date of Closing: \_\_\_\_\_

Project Name: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

- \_\_\_\_\_ Business Interview
- \_\_\_\_\_ Residential Interview
- \_\_\_\_\_ Executed Certificate of Eligibility
- \_\_\_\_\_ 90 Day Letter (business or personal property owner)
- \_\_\_\_\_ Computation of RHP
- \_\_\_\_\_ Approved RHP
- \_\_\_\_\_ 90 Day Letter to residential occupant with RHP
- \_\_\_\_\_ 30 Day Letter to residential/business occupant
- \_\_\_\_\_ Incidental Expenses/transfer of property (residential) Claim
- \_\_\_\_\_ Incentive Payment Claim
- \_\_\_\_\_ Residential Moving Expense Claim
- \_\_\_\_\_ Residential RHP Claim
- \_\_\_\_\_ Residential RHP/Incidental Expense Claim
- \_\_\_\_\_ Approved Negotiated Self Move (If Applicable)
- \_\_\_\_\_ Approved Fixed Moving Expense Payment – In-lieu (If Applicable)
- \_\_\_\_\_ Approved Storage (If Applicable)
- \_\_\_\_\_ Direct Payment Agreement
- \_\_\_\_\_ Fixed Moving Expense Payment – In-lieu (If Applicable)
- \_\_\_\_\_ Moving Expenses
- \_\_\_\_\_ Reestablishment Expenses (If Applicable)
- \_\_\_\_\_ Searching Expenses (If Applicable)
- \_\_\_\_\_ Storage Expenses (If Applicable)
- \_\_\_\_\_ Executed Check Receipt(s)
- \_\_\_\_\_ Contact Reports By Date

## ROW STAFF – QA/QC FILE CLOSE OUT INFORMATION

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

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