

EXHIBIT 7-C

SAMPLE VOLUNTARY ACQUISITION FILE CHECKLIST

Name of Property Owner _____

Telephone Number _____

Location of Acquired Property _____

Property Use: Single Family Residence Business Agriculture
 Multi-Family Residence Nonprofit

Occupants? No Yes

Tenants? No Yes

If there are tenants, refer to guidance at the end of Chapter 7 and provide relocation assistance.

<u>DATE</u>	<u>DOCUMENTATION IN FILE</u>	<u>AMOUNT</u>
_____	MDOC authorization to incur costs	
_____	Public Invitation for Acquisition of Real Property (7-A)	
_____	Voluntary Agreement Between Grantee and Individual Seller (7-B)	\$ _____
_____	Appraisal	\$ _____
_____	Contract signed/Proof of payment	\$ _____
_____	Survey Conducted and Filed	
_____	Recording of property deed	
_____	Record of settlement costs	\$ _____
_____	Filing of complaint or appeal (if applicable)	
_____	Resolution of complaint or appeal (if applicable)	

As part of its FY 20__ CDBG project, the grantee has acquired the parcel of land described below. The CDBG Office selected this site after soliciting for a voluntary offer by landowners in the general project area. The property was acquired through a voluntary proposal submitted by the owner in response to a public invitation and the CDBG office has determined that the acquisition is exempt from procedures required under the Uniform Act.

The grantee acknowledges that any dislocation of tenants on the property must be conducted according to provisions related to relocation in the Uniform Act, and noted in Chapter 7.

Checklist completed by: (name) _____ (date) _____

(title): _____