



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

**PARCEL REVIEW REPORT**

PROJECT NAME: \_\_\_\_\_  
STATE PROJECT #: \_\_\_\_\_  
FEDERAL-AID PROJECT #: \_\_\_\_\_  
PARCEL #: \_\_\_\_\_ UNIT #: \_\_\_\_\_

Check One:  FHWA  FAA  State

Name of property owner \_\_\_\_\_

1. Authority to appraise and acquire date: \_\_\_\_\_

2. Area of take \_\_\_\_\_ square feet  
Outside ROW: \_\_\_\_\_ acres

3. Uneconomic Remnant?  Yes  No

4. Is conveyance document free of encumbrances?  Yes  No (If no, attach explanation of exceptions)

5. Appraisers/Value Estimators	Amount	Date	Certification (Not required for WV)
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

6. Reviewer's:

Determination  Waiver Valuation \$ \_\_\_\_\_ Date approved for acquisition: \_\_\_\_\_

7. First offer \$ \_\_\_\_\_ Date of FMV letter \_\_\_\_\_

8. Revised offer \$ \_\_\_\_\_ Date of Revised letter \_\_\_\_\_

Reason for revision \_\_\_\_\_

9. Date Administrative Settlement/Condemnation Recommendation approved by Pre-construction Engineer or State ROW Chief:  
\_\_\_\_\_

10. Acquisition Agent \_\_\_\_\_

11. Did Appraiser or Reviewer acquire the parcel?  Yes  No

12. Condemnation settlement concurred in by Director

Date	Land & Improvements	Total interest	Costs
_____	\$ _____	\$ _____	\$ _____

13. Retention Value \$ \_\_\_\_\_ Date approved \_\_\_\_\_

Offered to owner?  Yes/Date \_\_\_\_\_  No

14. Value of acquired improvements \$ \_\_\_\_\_ Improvements retained?  Yes  No

Retention amount withheld \$ \_\_\_\_\_

15. Relocation Asst offered to all relocatees?  Yes  No (Explain) \_\_\_\_\_

If yes, complete Relocation Parcel Review Report (Form 25A-R240)

16. Settlement Amount	\$ _____	
17. Final Reviewer's Determination	\$ _____	
18. Difference	\$ _____	
19. Total Federal Participation	\$ _____	
20. Nonparticipating items:	_____	\$ _____
	_____	\$ _____
Total nonparticipating		\$ _____

I have reviewed the documentation for this acquisition and believe that costs have been distributed correctly.

Date \_\_\_\_\_

Reviewer \_\_\_\_\_

The majority of entries are self-explanatory. The following are for clarification:

1. Examine the authority to proceed with appraisal and acquisition and enter the date of authority. This date is available on Federal Authority to Proceed paperwork or on AKSAS Third Party Billing System. Usually authority to appraise and acquire is given concurrently; however, if they are given separately, note the two dates. All appraisal or acquisition costs incurred prior to this date are to be nonparticipating under Item 20.
2. Examine the approved right-of-way plans to determine whether the taking was entirely within the right-of-way limits. If any portion was outside the limits, enter square footage or area of take outside the limits.
4. If all title exceptions have been cleared, enter "yes." Examples of title exceptions are Deeds of Trust, Local or Federal Tax Liens. A partial or full Request for Reconveyance will clear title for the Deeds of Trust and a Tax Release, due to payment, will clear a tax lien.
5. Enter the appraiser's name, amount of appraisal, and date of each report. Compare dates with appraisal authorizations dates. Any appraisal costs incurred prior to such authorization are to be coded as nonparticipating under Item 20. Determine whether the appraiser included a Certificate of Appraiser for each appraisal. If not, refer such appraisals to the Review Appraiser for action. Waiver Valuations are exempt from this requirement.
6. If \$25,000 or less (\$10,000 for airport parcels and \$50,000 for state-funded projects), enter the amount approved by the Regional Chief ROW Agent.
7. Enter the date of the first offer to the grantor. Compare the date of the first offer with the approved for acquisition date and the acquisition authorization date (Item 1). If the date of the first offer was prior to the authorization date, the costs shall be listed as nonparticipating under Item 20. Examine the Diary and Record of Negotiations for evidence that a verbal and written offer was made of the established fair market value amount to the grantor. A copy of the written offer (letter, contract, and option) should be in the parcel file showing the amount offered in writing. Enter the date of the fair market value letter. If verbal or written offer was not made, the costs are to be listed as nonparticipating under Item 20.
8. Compare the amount of each offer with the established fair market value. If the offered amount is different from fair market value, the file should indicate approval of the revised offer by the Regional Chief ROW Agent and contain either a Revised Reviewer's Determination or Waiver Valuation.
9. If the payment amount is more than \$25,000 over the Reviewer's Determination or the Waiver Valuation, the Pre-Construction Engineer signs the Administrative Settlement approval. If the payment is \$25,000 or less over the Reviewer's Determination or the Waiver Valuation, the ROW Chief signs the administrative settlement memo. (See Delegation of Authority Matrix)
11. Determine if the Appraiser or Review Appraiser who established the fair market value of more than \$25,000 (\$10,000 for airport parcels and \$50,000 for state-funded projects), either acquired or participated in the acquisition with the property owner. If the answer is yes, immediately call it to the attention of the Regional Chief ROW Agent and code the cost of the acquisition and related incidentals to nonparticipating.
14. Refer to the approved appraisal for the valuation of the improvements being acquired by the Department through the Memorandum of Agreement. Enter the value of only those being acquired.
15. Refer to the relocation file to determine that all relocatees have been offered Relocation Advisory Assistance Services. If Yes, complete the Relocation Parcel Review Report.
20. Nonparticipating items are found by completing the Parcel Review Report; however, other items must also be included in the nonparticipating items. The review appraiser has the responsibility for setting forth items considered compensable under State law, but not eligible for Federal reimbursement. Some of the items considered compensable under State law, but not eligible for Federal reimbursement, are: (1) Personal property costs. Such items should be set forth in the appraisal reports. If a question arises, refer to the Review Appraiser for determination as to the amount applicable to personal property; and (2) Loss of business, circuitry of travel, or possible duplicate payments. Refer to Review Appraiser for determination.