

MEMORANDUM OF NEGOTIATIONS (Airport)

Owner Name(s):	Address:	Phone Number(s):
Contract Purchaser:	Address:	Phone Number(s):
Mortgagee:	Address:	Phone Number(s):

- (1) Contacted owner(s) on _____ . (7) Option / Option left on _____ .
- (2) Inspected property on _____ . (8) Appraisal problem & comparables discussed on _____ .
- (3) Acquisition process explained on _____ . (See remarks below).
- (4) Acquisition schedules explained on _____ . (9) Booklet "Relocation Assistance Program" left on _____ .
- (5) Tax proration & closing procedure explained on _____ . (10) Type of Property: Vacant Improved
- (6) Amount of \$ _____ offered on _____ . (11) Taking: Partial Total Avigation Easement

IF IMPROVEMENTS ARE TO BE ACQUIRED, COMPLETE THIS SECTION

- (12) Explained retention of improvements on _____ . Remarks: _____
- (13) Explained extended occupancy on _____ . Remarks: _____
- (14) Is improvement a: Dwelling Multi-Family Unit Condominium Business Farm Other
- (15) Relocation program explained, assistance offered and booklet left with occupants. Yes No If "No", explain in remarks.
- (16) Relocation Payment Determination left with all occupants. Yes No If "No", explain in remarks.
- (17) Relocation Claim forms left with all occupants. Yes No If "No", explain in remarks.
- (18) Address of available comparables set forth on Determination. Yes No If "No", explain in remarks.
- (19) Name(s) of occupant(s) _____
- (20) No. of rooms of personal property: _____ Outbuildings: _____

IF UNSECURED COMPLETE THE FOLLOWING

Demand of Owner:

Explained Advance Payment (Date):

Date(s) of Interview:

Remarks:

I HEREBY CERTIFY THAT: No agreements, considerations, or Promises were made or given other than those contained in the written agreement which was procured without threats to or coercion by either party; I understand that the property is to be used in connection with an airport project, and I have no direct or indirect present or contemplated future personal interest in the property of any benefit from the acquisition of the property.

Airport Sponsor/Its Agent (Signature):

Title:

Date:

Airport Name:

Airport City:

Owner Name(s):

Parcel No.:

Project No.:

**MEMORANDUM OF NEGOTIATIONS (Airport)
CONTINUATION SHEET**

Airport:	Project No.:	Parcel No.:
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**MEMORANDUM OF NEGOTIATIONS (Airport)
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REMARKS:

**MEMORANDUM OF NEGOTIATIONS (Airport)
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Airport:	Project No.:	Parcel No.:
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REMARKS:

Owner Name(s):
