

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.

Table with 3 columns: DATE, DOCUMENTATION IN FILE, AMOUNT. Rows include MDOC authorization, Public Invitation (7-A), Voluntary Agreement (7-B), Appraisal, Contract signed, Survey, Recording, Settlement costs, Filing of complaint, and Resolution of complaint.

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): \_\_\_\_\_