

**Form 46
Site Acquisition Report**

Grantee: _____

Project Number: _____

Donations

Parcel Number	Name of Property Owner(s)	Mailing Address of Property Owner(s)	Date of Notice of Intent to Acquire	Date Title Evidence Received	Date waiver signed for Just Compensation & Appraisal*	Date Easement/Deed Filed

* Donations Only

Site Acquisition Report

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Purchases

Parcel #	Name of Property Owner(s)	Mailing Address of Property Owner(s)	Date of Notice of Intent to Acquire	Date Title Evidence Received	Calculated Fair Market Value (Only if value is less than \$2500)	Date Appraisal Received	Date Review Appraisal Received	Fair Market Value per Appraisal	Date of Written Offer to Purchase	Amount Offered	Date Offer Accepted	Date Deed/ Easement Filed

Site Acquisition Report

Grantee: _____

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Condemnations

Parcel Number	Name of Property Owner(s)	Mailing Address of Property Owner(s)	Date of Notice of Intent to Acquire	Date Title Evidence Received	Date Condemnation Suit Filed	Date of Court Award	Actual Amount Paid for Property	Settlement Cost	Date Deed/Easement Filed

Form 46 - I
Instructions For Completing the Site Acquisition Report
Data Required for Each Page

Grantee: City or County receiving CDBG funds.

Project Number: The identifier number assigned to your project, e.g., 790-03000-96.

Parcel Number: A number assigned to each parcel acquired (fee simple titles and easements). These numbers should correspond with numbers on the project map and the abstractors list of property owners.

Name of Property Owner(s): The name of the legal owner(s) of a piece of property from whom you wish to acquire either an easement or fee simple title.

Mailing Address of Property Owner(s): The mailing address of the property owner.

Date of Notice of Intent to Acquire: Date notice was mailed or hand delivered to property owner.

Date Title Evidence Received: Date the abstractor or a review of the tax records confirmed ownership of a particular parcel.

Data Required for Donations

Date Waiver Signed for Just Compensation/Appraisal: Date property owner signed the waiver stating he was waiving his right to receive an appraisal and just compensation for the property being donated. Required only when property is being donated.

Date Easement/Deed Filed: Date signed deed or easement was filed by the County Clerk.

Grantee: City or County receiving CDBG funds.

Project Number: The identifier number assigned to your project, e.g., 790-03000-96.

Parcel Number: A number assigned to each parcel acquired (fee simple titles and easements). These numbers should correspond with numbers on the project map and the abstractors list of property owners.

Name of Property Owner(s): The name of the legal owner(s) of a piece of property from whom you wish to acquire either an easement or fee simple title.

Mailing Address of Property Owner(s): The mailing address of the property owner.

Date of Notice of Intent to Acquire: Date notice was mailed or hand delivered to property owner.

Date Title Evidence Received: Date the abstractor or a review of the tax records confirmed ownership of a particular parcel.

Data Required for Purchases

Calculated FMV: The fair market value if determined by some means other than appraisal. (Only allowed when property is valued under \$2,500 and no appraisal performed.)

Date Appraisal Received: Self explanatory. This will not apply if no appraisal is performed.

Date Review Appraisal Received: Self explanatory. This will not apply if no appraisal is performed. A review appraisal is required whenever an appraisal is performed.

FMV Per Appraisal: Fair Market Value as established by the appraisal.

Date Written Offer to Purchase: Date offer of just compensation was sent to property owner.

Amount Offered: Same as Fair Market Value unless changed during negotiations.

Date of Acceptance of Offer: Date the property owner accepted offer of just compensation.

Date Deed/Easement Filed: Date the deed/easement was filed by the County Clerk.

Data Required for Condemnations

Date Condemnation Suit Filed: Self-explanatory.

Date of Court Award: Date the condemnation suit was settled and value determined by the court.

Actual Amount Paid for Property: This should be the same as the Fair Market Value and the amount offered unless negotiations resulted in a higher amount.

Settlement Cost: Amount of settlement cost determined by the court.

Date Easement/Deed Filed: Date deed/easement filed with County Clerk.