

INGLEWOOD

TRANSIT CONNECTOR

ACQUISITION PROCEDURES

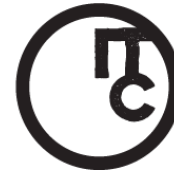


Table of Contents

1.0 BACKGROUND.....	1
2.0 DEFINITION OF TERMS	1
3.0 RESPONSIBILITIES	2
4.0 PROCEDURES	3
4.1. Parcel Certification Approval	3
4.2. File Preparation	3
4.3. Assign Case	4
4.4. Preliminary Contact with Property Owner	4
4.5. Approval of Recommended Just Compensation	5
4.6. Prepare and Send Offer	5
4.7. Initiate Negotiations.....	8
4.8. Revised Just Compensation	9
4.9. Administrative Settlement.....	9
4.10. Condemnation	10
4.11. Record of Negotiations.....	10
4.12. Process Acquisition Documents.....	11
4.13. Payment Requests	11
4.14. Notification of Property Ownership.....	12
4.15. Tax Cancelation	12
4.16. Interim Use of Property prior to Construction	12
4.17. Notification of Property Availability for Construction	12
4.18. Parcel Closeout.....	13
5.0 REFERENCES.....	14
6.0 FORMS	15

INGLEWOOD TRANSIT CONNECTOR PROJECT CITY OF INGLEWOOD



ACQUISITION PROCEDURES

1.0 BACKGROUND

By statute, the City of Inglewood ("City") may purchase, lease and dispose of interests in real property required for the construction and operation of the Inglewood Transit Connector Project.

These procedures which regulate the real estate acquisition program for the City are in compliance with the City of Inglewood's Real Estate Acquisition Policy adopted December 21, 2022, all applicable federal, state and local laws and regulations, including when applicable, the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended (Uniform Act); 49 CFR Part 24, dated January 4, 2005, titled Uniform Relocation Assistance and Real Property Acquisition Regulations for Federal and Federally Assisted Programs, Final Rule (Final Rule); Public Law 105-117, Section 41135 of the California Health and Safety Code, Section 7260 et. seq., of the California Government Code, FTA Circular 5010.1F, California Eminent Domain Law, Part 3, Title 7 of the California Code of Civil Procedure, and other applicable federal, state, local laws, and regulations. The Uniform Act was adopted to: (1) ensure that uniform, fair and equitable treatment is afforded to persons displaced from their homes and businesses as a result of public projects; and (2) in the acquisition of real property by a public agency, to ensure consistent and fair treatment to owners of real property, to encourage and expedite acquisition by agreement and to promote confidence in public land acquisition activities.

The acquisition of property by the City shall follow the procedures outlined in this document.

2.0 DEFINITION OF TERMS

Appraisal – A written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

Business - Any lawful activity, excepting a farm operation, conducted primarily for (1) the purchase, sale, lease and rental of personal and real property, and for the manufacture, processing, or marketing of products, commodities or any other personal property; (2) for the sale of services to the public; (3) by a nonprofit organization; or (4) solely for the purpose of assisting in the purchase, sale, resale, manufacture, processing or marketing of products, commodities, personal property, or services by the erection and maintenance of an outdoor advertising display or displays, whether or not such display or displays are located on the premises on which any of the above activities are conducted.

Condemnation - The process by which property is acquired for public purposes through legal proceedings under the power of eminent domain.

Fair Market Value - The fair market value of the property taken is the highest price on the date of valuation that would be agreed to by a seller, being willing to sell but under no particular or urgent necessity for so doing, nor obliged to sell, and a buyer, being ready, willing, and able to buy but under no particular necessity for so doing each dealing with the

other with full knowledge of all the uses and purposes for which the property is reasonable adaptable and available. (California Code of Civil Procedure 1263.320).

Goodwill Value - Within the meaning of this procedure, "goodwill" consists of the benefits that accrue to a business because of its location, reputation for dependability, skill or quality, and any other circumstances resulting in probable retention of old or acquisition of new patronage.

Initiation of Negotiations - The date the City furnishes the first written offer to purchase the real property to the property owner or his or her representative.

Inverse Condemnation - A legal process that may be initiated by a property owner to compel the payment of just compensation where the property has been damaged or taken for a public purpose.

Just Compensation - The measure of just compensation is the fair market value of the property taken. (Code of Civil Procedure, Section 1263.310)

Person – Any individual, partnership, corporation, or association

Leasehold Interest - A Tenant's right of possession and use of real property under the terms of a lease.

Uneconomic Remnant - A parcel of real property in which the owner is left with an interest after the partial acquisition of the owner's property, and which has been determined to have little or no value or utility to the owner.

3.0 RESPONSIBILITIES

ROW Director: shall direct the overall acquisition process and assure that real property is acquired in accordance with federal, state, local, and City regulations.

ROW Manager: shall be responsible for the day-to-day implementation and management of the real estate program and other real estate consultants.

ROW Coordinator: will provide administrative support relating to consultant coordination, document management and financial processing.

ROW Advisor: responsible for providing strategic guidance to the real estate program's structure on an as-needed basis.

ROW Team: is responsible for the timely acquisition of right of way required for the Inglewood Transit Connector Project including fee acquisitions, easements, and other ownership interests. The Section coordinates and serves as liaison between the City and attorneys retained to represent the City in condemnation cases. This Section specifically ensures that federal, state, and local statutory requirements for acquisition are complied with; represents the City in making offers for property acquisitions and negotiates terms of such acquisitions; maintains accurate records; prepares periodic special reports, or correspondence regarding acquisition activities; and provides advice to Management with

respect to acquisition functions and activities.

ROW Legal Counsel: shall serve as a supporting member of the ROW Team for legal advisory services relating to acquisitions and eminent domain matters.

Real Estate Services Consultants: will provide appraisal, acquisition, relocation, and environmental investigation services to assist the ROW Team to complete the proper acquisition of real estate and relocation of businesses in accordance with federal and state law and applicable policies.

4.0 PROCEDURES

The acquisition procedures cover acquisitions required for the Inglewood Transit Connector Project ("Project").

4.1. Parcel Certification Approval

The Project's Design & Engineering Team ("D&E Team") assembles all engineering and right of way drawings and prepares a Property Identification Plan ("PIP"), which identifies all the properties that will be required for the Project. The PIP will be used by the Right of Way ("ROW") Team to order preliminary title reports and to plan the work schedule and project budget. Upon the completion of preliminary engineering, the D&E Team will prepare a parcel certification package for each parcel. The certification package will include (1) a certification transmittal letter including the Parcel Number that has been assigned to the property, (2) a Property Impact Statement ("PIS") that describes the property rights needed and the construction impact, and (3) a parcel plat which delineates the parcel and the portion to be acquired. The final certification package will be submitted to the Engineering Project Manager for approval and establishes the date that the parcel is required for Project construction. Upon receipt of the signed parcel certification package, the ROW Team will initiate the acquisition process.

Upon receipt of the PIP, the ROW Coordinator shall input all the parcels by parcel number into the ITC Acquisition Matrix (**Form 1**). The Matrix will be updated to track the availability of each parcel for the project. The ROW Director, ROW Advisor, ROW Manager, and the ROW Coordinator shall meet bi-weekly to review the status of each certified parcel, to establish the acquisition schedule and to update the Acquisition Matrix.

4.2. File Preparation

The Acquisition Consultant shall prepare an electronic file for each parcel that includes all the information regarding the parcel and the parcel ownership information and correspondence. Upon assignment of the parcel by the ROW Team to an Acquisition Consultant, the Acquisition Consultant will prepare a master parcel file containing six (6) sections with the following documentation:

- Parcel Identification Number
- Preliminary Title Report

INGLEWOOD TRANSIT CONNECTOR PROJECT CITY OF INGLEWOOD



ACQUISITION PROCEDURES

- Property Impact Statement
- Certified Parcel Plat
- Certified legal description for fee, permanent, and temporary easements, if available
- Parcel Information Sheet
- Preliminary Correspondence, if available.

The parcel file shall be organized and maintained as follows:

- Section One: Parcel Information Sheet (**Form 2**), and Negotiation Contact Log (**Form 3**) (Located on the inside front side of the Acquisition folder)
- Section Two: Negotiation Correspondence
- Section Three: Staff Reports and Approval Information
- Section Four: Appraisal and Environmental Information
- Section Five: Preliminary Title Report, Legal Description
- Section Six: Certification Information, Property Impact Statement, Parcel Plat, and Engineering Construction Drawings.

4.3. Assign Case

The ROW Team determines the acquisition staff workload and priorities and assigns a parcel(s) for acquisition to an Acquisition Consultant. The Acquisition Consultant performs the following tasks:

- Becomes familiar with the potential engineering, environmental, and construction impacts related to the property to be acquired before contacting the Owner or Tenant. The Acquisition Consultant also reviews construction impacts with the Project D&E Team, if necessary; and
- Becomes thoroughly familiar with the appraisal report and environmental information, and as appropriate, reviews in the field the property to be acquired and comparable data with the Appraiser who prepared the report.

4.4. Preliminary Contact with Property Owner

After a property has been certified and prior to making an offer, the Acquisition Consultant shall attempt to make preliminary personal or telephone contact with the Property Owner to establish a working relationship. During this discussion(s) the Acquisition Consultant

informs the Owner of the City project; of the public necessity for the project; how the proposed transit project affects the Owner's property; listens to the concerns of the Owner; and answers questions about the project and acquisition process. Contact may be made in person, by telephone, through the mail or fax.

4.5. Approval of Recommended Just Compensation

The ROW Team shall require one or two appraisers from a consultant team or individual appraiser on the Appraisal Bench to prepare an appraisal report to determine the recommended Fair Market Value (FMV) of the property interest to be acquired. A Review Appraiser shall also be selected to review the Appraisal reports and to prepare a review appraisal report, which documents compliance with USPAP and other applicable laws and determines the credibility of the appraiser's conclusion of just compensation. A review appraiser will also be retained to check the FF&E report for mathematical and transposition errors, identify the improvements pertaining to realty, and/or tenant improvements and to make a determination as to whether or not there is an overlap between the value of the real estate and personal property/improvements pertaining to realty ("Property Appraisals").

Upon receipt of the Appraisal and the Review Appraisal, the ROW Team shall review the Appraisal and the Appraisal Review reports to determine if the appraisal and appraisal review are acceptable to establish the Fair Market Value of the property interest to be acquired. If acceptable, the review report, the appraisal report and the ROW Director's approval recommendation (RE Package) is submitted to the City for final approval. The ROW Director's recommendation shall be in the form of a Staff Report (**Form 4A** – Just Compensation Staff Report) to the City Council, the Mayor or the Assistant City Manager as defined in Section 1.2 of the Acquisition Policy.

If applicable, the complete RE Package is concurrently forwarded to any oversight agency for its review and concurrence with a letter transmitting the recommended Just Compensation Letter.

Upon approval of the Just Compensation package by the City, the ROW Team will forward the signed, approved RE Package to the Acquisition Consultant to initiate negotiations with the property owner.

4.6. Prepare and Send Offer

After the amount of just compensation is approved, a written offer to purchase the required property interest and F&E is prepared by the Acquisition Consultant and promptly submitted to the RE team for review and signature by the ROW Director. Upon receiving the signed offer letter, the acquisition consultant shall present the offer to the owner(s) of record in person (when possible) or by certified mail (return receipt requested). The offer shall be made within two weeks of the approval of just compensation. Any unusual circumstances that contribute to a delay beyond two weeks must be discussed in the Negotiation Log.

4.6.1 Property Offer Requirements

**INGLEWOOD TRANSIT CONNECTOR PROJECT
CITY OF INGLEWOOD**



ACQUISITION PROCEDURES

The real property offer shall require the following:

1. Offer Letter (**Form 5A**-Offer Letter Real Property) signed by the ROW Director or its designee.
2. The Appraisal Summary Statement that includes:
 - A statement of the amount offered as just compensation. In the case of a partial acquisition, the compensation for real property to be acquired and the compensation for damages, if any, to the remaining real property shall be separately stated;
 - A description and location identification of the real property and the interest in the real property to be acquired;
 - An identification of the buildings, structures, and other improvements which are considered to be part of the real property for which the offer of just compensation is made;
 - A statement that the offer of just compensation is based on the fair market value of the property interest to be acquired and is not less than the value conclusion set forth in the approved appraisal. The amount of the offer is the full amount believed to be just compensation for the property interest. Any decrease or increase in the fair market value of the Property prior to the date of the valuation caused by the public improvement for which such property is acquired for such improvement, other than that due to physical deterioration within the reasonable control, of the property owner has been disregarded by the appraisers in determining the compensation for the property.
 - The definition of market value extracted from Part 3, Title 7 of the Code of Civil Procedure, entitled Eminent Domain Law.
 - The Appraiser's opinion of the highest and best use of the Property.
 - A description of the Valuation Analysis utilized by the Appraiser
 - A summary of the Valuation Conclusions of the appraisal.
3. A Statement of Ownership Form for business tenants (**Form 8A**), including a listing of leasehold improvements as well as a listing of all machinery and equipment which specifies the ownership (tenant/owner). The owner of the real property should be asked to provide an Owner's Certification of Tenants located on the property (Form 8B)
4. A copy of the Acquisition Brochure for owners and tenants (**Form 9A**) and the Title VI Brochure (**Form 9B**).

4.6.2 Fixtures and Equipment Offer

A separate F&E offer (**Form 5B**) will be made jointly to the owner of the real estate and the tenant (owner of the business) that includes the following:

1. When there is a business tenant, a Statement of Ownership (**Form 8A**) that identifies the owner of the Improvements pertaining to Realty and the Fixtures & Equipment located on the property shall be completed. The Statement of Ownership will identify the owner of the fixtures and equipment and should be signed by the tenant and the property owner and confirm agreement of the allocation of ownership. The owner of the real property shall provide an Owner's Certification of Tenants located on the property (**Form 8B**) to verify the legal tenants located on the property.
2. Upon receipt of the completed and signed Statement of Ownership from the property owner and the tenant (**Form 8A**), an offer will be made to the respective owner of the FF&E.
3. A Uniform Commercial Code ("UCC") investigation shall be initiated when purchasing fixtures and equipment. Any lien or monetary claim against the fixtures and equipment identified by the UCC investigation shall be removed prior to consummation of the acquisition of the fixtures and equipment, unless it is impossible to remove the lien in a timely manner and it is determined by the ROW Team that it is in the City's best interest to acquire the item with the lien in place.
4. A Bill of Sale Agreement shall be executed by each owner(s) of the F&E. The Bill of Sale shall describe the property (F&E) to be acquired, indicate the acquisition price, contain conveyance, and release statements and be signed by the owner(s). (**Form 10**).

A Seller-Tenant Grant or Quitclaim Deed for leasehold interest (**Form 11**) will be obtained from the property tenant if there exists a recorded lease agreement against the real property. The Quitclaim Deed for the leasehold interest may contain a conveyance statement regarding the fixtures and equipment also. This document is required in addition to the Bill of Sale.

4.6.3 Loss of Goodwill

If the property owner or tenant owning a business located on the real property to be acquired requests a claim for Loss of Goodwill, the Acquisition Consultant should provide a claim package containing the following items:

- Right to Claim Loss of Business Goodwill Letter (**Form 12**).
- Loss of Business Goodwill Questionnaire (**Form 13**).
- Request for Copy of Tax Return (**Form 14**).

INGLEWOOD TRANSIT CONNECTOR PROJECT CITY OF INGLEWOOD



ACQUISITION PROCEDURES

- Loss of Business Goodwill Claim (**Form 15**).

Upon receipt of the claim application package submitted by the requesting party, the Acquisition Consultant will review the claim package to determine if a basis for a goodwill payment has been established. Based on the review, the Acquisition Consultant, in consultation, with the ROW Team, will recommend one of the following alternatives:

- The application and package for loss of goodwill does not support a payment to the claimant;
- The application for loss of goodwill supports a payment to the claimant. The recommendation shall include the amount of the payment with supporting rationale. The approval of the recommended amount will be obtained in compliance with these procedures; OR
- The application and package for loss of goodwill supports a payment to the claimant, but the amount of compensation cannot be readily determined. In this case, the Acquisition Consultant may recommend that the claim package be submitted to an independent goodwill appraiser to provide an estimate of a loss of goodwill valuation. The goodwill appraisal shall be used as a basis to negotiate a loss of goodwill settlement. Approval of the negotiated amount shall be obtained in compliance with these procedures.

Upon approval of the payment amount for loss of goodwill, payment will be processed pursuant to the established process outlined in Section 14.13 of these Procedures. The Goodwill payment will be released upon receipt of an Acceptance and Release of all claims (**Form 17**) from the claimant indicating acceptance of the compensatory amount as final settlement of all claims for loss of goodwill. No federal funds will be included in the payment for any loss of goodwill.

4.7. Initiate Negotiations

Immediately after presenting the Offer of Just Compensation, the Acquisition Consultant shall notify the ROW Coordinator of the date of Initiation of Negotiations (**Form 18**). The property owner shall be afforded a reasonable time to consider the offer and to obtain professional advice or assistance if desired. (Normally a 30 to 60 day period will be provided.)

During the negotiation period the Acquisition Consultant shall maintain contact with the property owner and conduct negotiations under the following parameters:

- Base all negotiations on the approved amount of just compensation; and
- Ensure analysis and equitable consideration of any relevant factors, special conditions, or new information concerning the property that was not considered in determining the amount of just compensation. Any such factors or conditions which suggest a revision to the just compensation shall be brought to the attention of the ROW Team, to determine whether a revised offer or administrative settlement

should be recommended.

During the negotiation period, the Acquisition Consultant will provide assistance to the Relocation Consultant assigned to complete the relocation of any occupants of the property.

4.8. Revised Just Compensation

The ROW Team may consider any new information, or material changes in the character or condition of the property, which indicates the need for a new appraisal analysis. If a significant delay has occurred since the time of the appraisal of the property, the ROW Team, shall have the appraisal(s) updated or obtain a new appraisal(s). If the new appraisal information indicates that a change in the purchase offer is warranted, a revised just compensation amount will be determined as described in Section 1.2 above. The revised amount will then be offered to the owner in writing.

4.9. Administrative Settlement

If the property owner makes a counteroffer during negotiations that is more than the approved just compensation amount, but is considered a reasonable purchase price, and if it is determined that such action is in the public's interest, the Acquisition Consultant may request authorization for an administrative settlement.

The Acquisition Consultant shall prepare a draft Administrative Settlement Staff Report and submit to the ROW Team to review and finalize (**Form 19**) that supports the acceptance of the settlement price. The staff report may include considerations of the following:

- History of negotiations;
- Additional appraiser's updated opinion of value;
- Approved just compensation amount;
- Recent court award for similar properties;
- Estimate of legal fees and trial costs;
- Analysis of the offer and counteroffer by an attorney; and
- Justification for the recommended settlement.

The Staff Report will be submitted for approval to the appropriate City approval authority as described in these procedures. The ROW Team shall obtain concurrence from the funding agency if the recommended settlement amount exceeds the amount established for the project. (**Form 20**). The Acquisition Consultant will conclude negotiations with the property owner for the approved settlement amount upon receipt of approval of the administrative settlement amount. The revised offer package will be processed as described in these procedures.

4.10. Condemnation

The Acquisition Consultant shall recommend to the ROW Team that actions to acquire the required parcel by condemnation be initiated when any of the following conditions exists:

- All reasonable efforts to obtain a required parcel by negotiations have been exhausted,
- Sufficient time has elapsed for the property owner to decide,
- It is determined that further negotiations will not be fruitful, OR
- The construction schedule does not permit further negotiations.

The property owners and all impacted parties may be sent an Impasse Letter (**Form 21**) advising of the intent to request initiation of the eminent domain action. The Impasse letter will include a Public Hearing Notice informing the owners of the date and time that the condemnation action will be heard by the City Council. The owner's notice shall be sent at least twenty (20) days prior to the scheduled Council action by Certified Mail, Return Receipt Requested.

The ROW Team will be responsible for preparing a Staff Report to the City Council requesting a public hearing to consider adoption of a Resolution of Necessity. The report will include a Resolution of Necessity reviewed by ROW Legal Counsel setting forth the necessity to condemn the parcels for transit purposes. The Staff Report and Resolution will be prepared with the assistance of Legal Counsel to conform to the requirements of the California Code of Civil Procedures.

Condemnation may also be recommended when the following conditions exist:

- Title defects that require litigation to resolve.
- Multiple ownership and lack of agreement among the owners.
- Need for immediate possession and factors involved in a voluntary conveyance adversely affect the required time of possession.

4.11. Record of Negotiations

The Acquisition Consultant should complete the Parcel Information Sheet and maintain a Negotiation Contact Log of all meetings and contacts with the property owners, attorneys or other interested parties (**Forms 2 and 3**). The Negotiation Contact Log should show the date and place of contact; persons contacted; and other pertinent discussions with the owner(s). Each entry is made immediately after the contact is made and should only refer to the negotiations and discussions with the parties and should not include any personal comments or feelings. The Negotiation Contact Log shall be maintained until the parcel is closed. When negotiations are unsuccessful, the Acquisition Consultant should indicate in

the Negotiation Contact Log that further contact would not produce a satisfactory agreement and recommend that Condemnation Action be initiated as discussed in the procedures above. A separate file for condemnation documents should be established.

4.12. Process Acquisition Documents

When the Property Owner agrees to the offer price, the Acquisition Consultant should secure signatures on the following documents as appropriate:

- Three original copies of the Purchase and Sale Agreement (“PSA”) and Escrow Instructions (**Form 22**).
- Grant Deed, Easement Deed and/or other conveyance documents, i.e. Rights of Entry will be prepared in consultation with Legal Counsel, as appropriate. Substantive changes to the standard PSA shall be coordinated with and approved as to form by the ROW Legal Counsel.
- Owner’s Certification of Tenants (**Form 8B**), Occupancy Certification, and other documents as appropriate.

The Acquisition Consultant should assemble all signed documents and forward them to the ROW Team, who will transmit to the Director of Public Works for final acceptance by the City.

The fully executed documents are submitted to the Acquisition Consultant team to open escrow (The Acquisition Consultant should notify the ROW Team when the escrow is opened. The Acquisition Consultant shall coordinate with the ROW Coordinator to obtain acquisition funds in a timely manner to assure availability for the escrow closing. The Acquisition Consultant should send an advance notice to the ROW Coordinator whenever the amount needed to close escrow exceeds \$500,000.

4.13. Payment Requests

When funds are needed for any real estate transaction, the ROW Coordinator shall process the necessary payment request with the City Finance Department. Form of payment may be in the form of a check or a wire transfer. The ROW Coordinator shall prepare an electronic Payment Request Form provided by the City of Inglewood Finance Department to obtain the required payment. In the case of an acquisition of property, the Payment Request will be submitted after receiving the estimated escrow closing statement from the Escrow Company. The steps to follow are as follows:

1. Complete the electronic Payment Request Form and obtain the required signatures as described in these procedures.
2. Submit the signed Payment Request Form to the Finance Department of the City. Send a copy of the electronic Form to the Project’s Cost Control Manager and retain a copy in the Parcel File.

**INGLEWOOD TRANSIT CONNECTOR PROJECT
CITY OF INGLEWOOD**



ACQUISITION PROCEDURES

3. Monitor status of payment with the City Accounting Department.
4. Retrieve check from Finance Department or confirmation that the funds were wired as instructed and coordinate transfer of funds to the escrow company or to the owner as appropriate.
5. ROW Coordinator will provide a copy of the actual check or verification of wire transfer to the Acquisition Consultant.

4.14. Notification of Property Ownership

Immediately after the escrow closing or the effective date of an Order of Immediate Possession (OIP), and the vacation of the property by any tenants, the ROW Coordinator shall complete a Notice of Ownership/Possession (**Form 23**) verifying the City's ownership or legal possession of the property and the availability of the property for construction.

4.15. Tax Cancellation

Upon the close of escrow and the recording of the final grant deed, the Acquisition consultant shall advise the County of Los Angeles Tax assessor that the property has been acquired by the City for a public transit project. A letter will be sent (**Form 26A** or **Form 26B** when property acquired through condemnation) requesting that the taxes be canceled on the property in accordance with the provisions of the Revenue and Taxation code Sections 4986 and 5081 et seq. A copy of the recorded deed will be submitted along with the letter.

4.16. Interim Use of Property prior to Construction

If an improved property is acquired prior to the Construction Need Date, the property may continue to be used by the existing Occupant until the property is required by the Project for construction or demolition. The Acquisition Consultant shall coordinate with the Relocation Consultant to verify the date that the occupant is scheduled to vacate the Property. If sufficient time is available for continued occupancy without jeopardizing the Project's schedule, the Occupant may be permitted to remain in possession and occupancy of the property under the terms of a Short-Term Lease (Lease Agreement). (**Form 24**). The termination date of the Lease Agreement shall be the same as the 90 Day Vacation Notice. The Relocation Consultant will coordinate the execution of the Lease Agreement with the Occupant. The Occupant shall be required to continue to pay rent to the City during the extended time of occupancy of the Property based on their current rent or the fair market rent as determined by the property appraisal. The amount of rent to be paid is at the discretion of the ROW Team management.

4.17. Notification of Property Availability for Construction

The ROW Team will notify the Construction Project Manager when the property is available for construction. When all the tenants or occupants have been relocated and the property is vacant, the ROW Manager will issue a Notice of Property Availability for Project Purposes (**Form 25**) to the appropriate Project Manager.

4.18. Parcel Closeout

Upon completion of the acquisition, the Acquisition Consultant will review the entire file for its accuracy and completeness, specifically ensuring that all required documents are included and have been properly executed. The Real Estate Summary Checklist (**Form 2**) will be finalized. The closed file will be reviewed by the ROW Coordinator and returned to the Master Parcel File. The Master Parcel File will be maintained for at least 3 years.

5.0 REFERENCES

California Code of Civil Procedures, Sections 1230 – 1273 et. Seq. California Eminent Domain Law.

California Government Code Section 7260 – 7277 et. seq. – California Relocation Assistance Law

Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 and subsequent amendments (Uniform Act. as amended by the Uniform Relocation Act of 1987.49 CFR Part 24, dated January 4, 2005, titled *Uniform Relocation Assistance and Real Property Acquisition Regulations for Federal and Federally Assisted Programs, Final Rule* (“Final Rule”)

Public Law 112-141 dated July 6, 2012 titled *Moving Ahead for Progress in the 21st Century Act* (“Map-21”) Uniform Act amendments that were made in MAP-21 Section 1521 became effective on October 1, 2014.

Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs; Fixed Payment for Moving Expenses for Residential Moves – 2021 Payment Schedule as listed in the Federal Register/Vol. 86, No. 141/Tuesday, July 27, 2021/Notices (the 2021 Payment Schedule Update.)

State of California, Department of Transportation Right of Way Manual

**INGLEWOOD TRANSIT CONNECTOR PROJECT
CITY OF INGLEWOOD**



ACQUISITION PROCEDURES

6.0 FORMS

1	ITC Acquisition Matrix
2	Parcel Information Sheet
3	Negotiation Contact Log
4A	Just Compensation Staff Report
4B	FTA Just Compensation Transmittal Letter
4C	FTA Recipient Transmittal Form
5A	Offer Letter – Real Property – Full Take
5B	Offer Letter – Fixtures and Equipment
6	Appraisal Summary Statement provided by Appraiser
7	Not used
8A	Statement of Ownership
8B	Owner's Certification of Tenants
9A	Acquisition Brochure
9B	Title VI Brochure (same as form 24 in the Relocation Procedures)
10	Bill of Sale
11	Seller-Tenant Grant or Quitclaim Deed for Leasehold Interest
12	Right to Claim Loss of Business Goodwill Letter
13	Loss of Business Goodwill Questionnaire
14	Request for Copy of Tax Return – Obtain from IRS
15	Loss of Goodwill Claim (Need Sample from Consultant)
16	Not used
17	Loss of Goodwill Claim Acceptance and Release (Need form from Consultant)
18	Notice of Initiation of Negotiation
19	Administrative Settlement Staff Report
21	Impasse Letter to Owner
22	Purchase and Sale Agreement (PSA) and Escrow Instructions
23	Notice of Ownership/Possession
24	Short-Term Lease Agreement (Need sample from consultant)
25	Notice of Property Available for Project Purposes
26A	Tax Cancellation Letter – Escrow
26B	Tax Cancellation Letter - Condemnation

Last update: October 1, 2025