RTD REAL ESTATE ACQUISITION PROCESS Appendix E-3

RTD DETERMINATION OF PARCEL ACQUISITION NEEDS FOR PROJECT

RTD RESEARCH TAX ROLE

RTD RESEARCH TITLE

RTD SURVEY MAPPING

LD TO REQUEST APPRAISER

LD SEND OUT
-LETTER OF INTENT
-ACQUISITION BROCHURES,
-RELOCATION BROCHURE,
-GENERAL INFORMATION BROCHURE

LD TO CONTACT OWNERS TO SET UP APPRAISAL WALK

APPRAISAL WALK WITH APPRAISER, ENGINEER & BFS PRELIMINARY RELOCATION NEEDS ASSESSED:
-OCCUPANTS SURVEY
-RELOCATION PLANNING NEEDS

RTD APPRAISAL FIELD WORK BEGINS
2 APPRAISALS WILL BE PERFORMED

LD REAL PROPERTY APPRAISAL OFFICER REVIEWS APPRAISALS AND SETS JUST COMPENSATION

LD CHIEF TO RECEIVE LETTER OF JUST COMPENSATION FOR REVIEW AND ACCEPTANCE

RTD TO REQUEST APPROVAL OF JUST COMPENSATION FROM FTA FOR ACQUISITIONS OVER 250k

RTD TO REQUEST LONP FOR LOCALLY FUNDED ACQUISITIONS

BUDGET & FISCAL SERVICES BEGINS RELOCATION PLANNING:
-RELOCATION PLANNING NEEDS ASSESSED
-RESEARCH COMPARIBLE DWELLINGS BEGINS
-RELOCATION BUDGET AND RESOURCE PROJECTIONS DEVELOPED

RTD TO NOTIFY LAND DIVISION AND BFS OF REQUEST TO ACQUIRE PROPERTY

LD TO PREPARE CONSENT TO ENTER

RTD TO APPROVE CONTENT OF CONSENT TO ENTER

CORP COUNSEL APPROVAL OF FORM AND LEGALITY OF CONSENT TO ENTER

LD TO PREPARE RIGHT OF ENTRY REQUEST FOR LAND SWAP/DONATED LAND

RTD TO APPROVE CONTENT & DURATION REQUEST OF RIGHT OF ENTRY

CORP COUNSEL APPROVAL OF FORM AND LEGALITY OF REQUEST OF RIGHT OF ENTRY

RECORD OF DECISION AUG. 2009

LD SENDS ROE/LAND SWAP/ DONATED LAND ACQUISITION REQUEST TO LAND OWNER

LAND OWNER APPROVES ROE FOR RTD PROJECT WORK

LD TO PREPARE CONVEYANCE DOCUMENTS

LAND OWNER APPROVES LAND SWAP/DONATED LAND ACQUISITION FOR RTD PROJECT WORK

LD TO OBTAIN SUBDIVISION APPROVAL FOR PERMANANT EASEMENTS & PARTIALS

PROPERTY OWNER TO SIGN CONVEYANCE DOCUMENTS (PARTIAL TAKE)

OBTAIN MORTGAGE SIGNATURES \ MORTGAGE CONSENT

PROPERTY OWNER TO SIGN CONVEYANCE DOCUMENTS (FULL TAKE)

OBTAIN MORTGAGE SIGNATURES \ MORTGAGE RELEASE

DOCUMENT RECORDING

INITIAL LETTER OF OFFER TO OWNER,
-CONSENT TO ENTER
-RELOCATION ELIGIBILITY & NOTIFICATION
-GENERAL INFORMATION BROCHURE
PROVIDED TO PROPERTY OWNER AND ALL TENANTS

LD RECEIVES ACCEPTANCE OF OFFER FROM OWNER

LD TO PREPARE CONVEYANCE DOCUMENTS

LD TO OBTAIN SUBDIVISION APPROVAL FOR PERMANANT EASEMENTS & PARTIALS

PROPERTY OWNER TO SIGN CONVEYANCE DOCUMENTS (PARTIAL TAKE)

OBTAIN MORTGAGE SIGNATURES \ MORTGAGE CONSENT

REQUEST FOR PAYMENT APPROVAL FROM RTD\ BFS

DOCUMENT RECORDING

ACQUISITION PAYMENT MADE

PROPERTY OWNER TO SIGN CONVEYANCE DOCUMENTS (FULL TAKE)

OBTAIN MORTGAGE SIGNATURES \ MORTGAGE RELEASE

2ND LETTER INTENT OF CONDEMNATION

3RD LETTER NOTICE TO OWNER OF EMINENT DOMAIN REQUEST

REQUEST EMINENT DOMAIN FROM CORP COUNSEL

DETAILED OCCUPANCY SURVEY INTERVIEW

DETERMINATION OF RELOCATION ELIGIBILITY

90 DAY NOTICE TO VACATE, ELIGIBILITY NOTICE & NOTICE OF COMPARABLE DWELLING PROVIDED FOR RESIDENTIAL RELOCATIONS

90 DAY NOTICE TO VACATE & INELIGIBILITY NOTICE

OBTAIN MOVING BIDS

AWARD MOVING CONTRACT

SELF MOVE NEGOTIATED

30 DAY NOTICE TO VACATE

MONITOR MOVING PROCESS

CONFIRM MOVE COMPLETED

FILE RELOCATION CLAIMS & PROCESS PAYMENTS

NOTIFY REQUESTING AGENCY OF PROPERTY AVAILABILITY

ACQUISITION COMPLETED
PROPERTY AVAILABLE FOR RTD PROJECT

COORDINATE RESOLUTION FOR CONDEMNATION

CITY COUNCIL APPROVAL OF CONDEMNATION

CORP COUNSEL TO FILE COMPLAINT W/COURT FUNDS DEPOSITED W/COURT

ORDER OF POSSESSION GRANTED

NOTIFICATION FROM CORP COUNSEL FOR RIGHT TO PROCEED W/PROJECT

LEGEND

- CITY & COUNTY OF HONOLULU RTD
- CITY & COUNTY OF HONOLULU DDC LAND DIVISION
- CITY & COUNTY OF HONOLULU BUDGET & FISCAL SERVICES
- CITY & COUNTY OF HONOLULU CORPORATION COUNSEL
- DECISION
- PROCESS
- COMPLETE
- DOCUMENT

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