

Administrative Settlement Report

Item	LPA Offer	Counter Offer		
Land			4 <input type="checkbox"/>	Cost of alternative mitigation measures, such as crop retention or conservation relief.
Improvements			5 <input type="checkbox"/>	Recent court awards for similar type properties.
Fence Damage				
Temp. Ease.			6 <input type="checkbox"/>	Other considerations directly relating to the value and/or unique features of the subject property.
			7 <input type="checkbox"/>	Cost Savings – Approximate cost to litigate through county hearings. *
Total (a) >				* Includes cost of updating appraisal, expert witness fees, process server fees, court fees and Board of Appraiser fees. * Does not include trial costs.
Settlement (b) >				
Settlement Total >				
% Increase (b) ÷ (a) >			8 <input type="checkbox"/>	Maintain Project Schedule
1 <input type="checkbox"/>	Review and reconciliation of all available appraisals, including any provided by the property owner.			Possession of this property is needed by:
2 <input type="checkbox"/>	Value adjustment for appreciation since the date of value.			Projected possession date, if settled is:
3 <input type="checkbox"/>	Anticipated basis and value range of owner's court testimony of just compensation.		9 <input type="checkbox"/>	Complex appraisal issues.
			10 <input type="checkbox"/>	Probable sympathy for property owner due to age, personality, sentimental value, etc.

Instructions: Documentation should briefly present the negotiation, while providing sufficient detail to define the problem and justify the settlement. Documentation should be understandable and should present an explanation as to why additional taxpayer dollars were expended. The justification like the settlement itself is a matter of judgment. Its content should be consistent with the situation, circumstances, and the amount of money involved.

The approved administrative settlement amount was determined as follows:

(Use reverse side if needed)

Responsible Party and Authorized Amount	Fee Negotiator	\$500 or Less	Printed Name:	Date:
			Signature:	
	LPA Staff Negotiator	Up to \$1,000 or 10% of the Fair Market Value, not to exceed a settlement of \$2,500, except for items omitted from the appraisal process and supported by written estimates, not to exceed \$5,000.	Printed Name:	Date:
			Signature:	
	LPA Agency Head	All other settlements	Printed Name:	Date:
			Signature:	
Owner:			Tenant:	
Project:		Tract:		