



## Instructions for FAA Form 5100-120 Land Acquisition Procedures and Payment Summary

This form serves as (1) a convenient guide to Airport owners in following the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, (2) a record of land costs to help airports claim reimbursement for all funds due from the FAA, (3) a summary of land cost data to improve audits and (4) a source of information for FAA to determine that title has been obtained, required procedures have been followed, and land costs are reasonable.

Complete each item on the form as follows:

1. Use of the tract identification shown on the Grant Agreement property map is preferable, but other identification may be used if the land can be identified as part of the project.
2. Self-explanatory.
3. Enter the month, day and year that the actions were completed, as follows:
  - 3a. Effective date of valuation of the property by the appraiser.
  - 3b. Appraisals should be reviewed for accuracy, completeness, conformance with Federal standards, and to establish the amount of "just compensation" to be offered to the owner.
  - 3c. Self-explanatory.
  - 3d. Date of execution of the instrument conveying the land interest.
4. Dollar amount of the approved appraisal. For land acquired after the effective date of the URA - January 2, 1971 - the written offer to the landowner is to be no less than this amount.
5. List the various land costs in the appropriate column. Part 24 of the DOT Regulations requires the acquiring agency to pay the landowner's cost of transferring title, including those listed in the note for column 5c on the face of the form.
6. Subtract from total land costs (sum of the four columns in Item 5) the total deductions for each parcel as explained in the note for column 6. Income from agricultural leases need not be deducted.
7. Enter the remainder after subtracting Item 6 from Item 5 total. Add the net land costs for all tracts listed on the page and transfer total to the grant payment application - Standard Form (SF) 279 and 271, or equivalent.

The form should be signed and dated by the person responsible for verifying the accuracy of the claim. Submission of this form is required with each grant payment application that includes land costs.

Refer to the following documents for detailed procedures to be followed in acquiring land for a federally-assisted project:

Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Title III. (42 USC 4601)

Part 24 of the Regulations of the Office of the Secretary of Transportation (49 CFR part 24), "Relocation Assistance and Land Acquisition for Federal and Federally-Assisted Programs."

***Copies of these documents are available from the FAA Airports District Office or Regional Office.***

# Land Acquisition Procedures and Payment Summary

(See Instruction on Reverse)

1. Tract No.	2. Previous Owner	3. Action Dates				4. Approved Appraised Value	5. Acquisition Costs				6. Less Deductions	7. Net Land Costs	
		a. Appraisal	b. Appraisal Review	c. Written Offer to Landowner	d. Acquired		a. Price Paid	b. Appraisal Fees	c. Incidental Expenses	d. Structure Removal			

Relocation of persons, businesses or farm operations took place on Tract(s) \_\_\_\_\_

I certify that each landowner or his designated representative was given an opportunity to accompany the appraiser and that the above information is correct.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Column:

1. Use tract numbering shown on Grant Agreement property map (Exhibit 'A').

5c. Include legal fees, court costs, and previous owner's recording fees, transfer taxes, prepayment penalties, prorata property taxes, etc.

6. Rents received from nonairport use of the property after acquisition, salvage value of buildings, crops, timber, etc.

TOTAL \_\_\_\_\_

TOTAL FEDERAL SHARE \_\_\_\_\_