

Meeting Checklist for Property Owners

Owner Name: _____

Appointment: Date _____ Time _____

Bring to meeting:

- All completed property owner questionnaires
- Individual Property Inventory
- Copies of the following:
 - Community policies, procedures, and ordinances
 - Income Status Worksheet (if applicable)
 - Hazardous Materials Survey
 - Duplication of Benefits Fact Sheet

During meeting:

- Ensure property owner understands property acquisition in general
- Ensure property owner understands DOB
- Ensure property owner understands policies and procedures
- Confirm the following information obtained on property owner questionnaire and/or entered on the individual property inventory, and obtain any missing information:

<input type="checkbox"/> Name	<input type="checkbox"/> Address of damage property
<input type="checkbox"/> Social Security Number	<input type="checkbox"/> Telephone number (both day and evening) where property owner currently can be reached
<input type="checkbox"/> FEMA control number, if available	<input type="checkbox"/> Address where property owner currently resides

Form III-10, Meeting Checklist for Property Owners

Meeting conducted by—

Name: _____

Title: _____

Date: _____

Meeting attended by—

Name: _____

Name: _____

Date: _____