

# Real Estate Process 101: A Presentation to Explain the Basics



# Introductions

**Myrlene Francis,** – Tierra Right-of-Way Division Manager

**Beth Abramovitz, P.E.** – Tucson DOT Project Manager

## Other Key Staff

Dorothy Weideman – City of Tucson, Real Estate Program Office

- Rebecca Ruopp, James MacAdam – Office of Integrated Planning
- Britton Dornquast – MainStreet Program
- Genna Dreier – Kaneen Public Relations



# Real Estate Process 101 Presentation

## Meeting Organization

- 3-Part Presentation
  - *Relocation Planning*
  - *Acquisition Process*
  - *Relocation and Benefits*
- Large Group Questions & Answers
- Conclude / Sign up for Appointments



# Real Estate Process 101 Presentation Purpose



- Introduce general real estate process
- Provide resources and information
- Schedule appointments with appropriate personnel for specific inquiries



# A Few Notes About this Presentation

This workshop focuses on the general real estate process and timeline

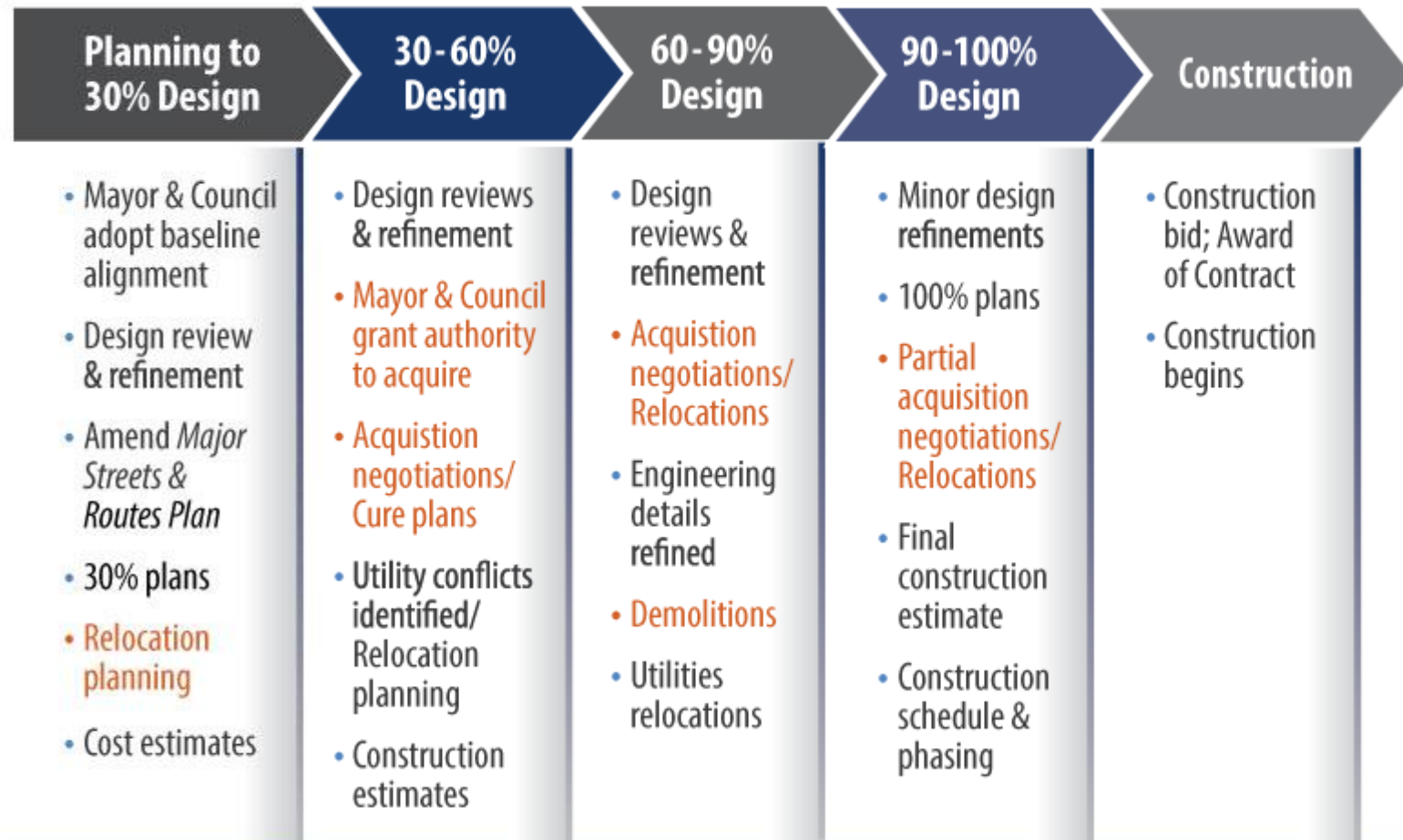


We will do our best to answer your questions, but we cannot speak about specific properties

**Solutions are not 'one size fits all'**



# Typical Real Estate Milestones in a Design Project



## Continuous Public Outreach & Involvement

Task Force Meetings • Public Open Houses • Website Updates • Emails & E-newsletters  
MainStreet Business Assistance • Presentations • Pre-Construction Meetings

# Typical Real Estate Process Steps\*

## Design Milestones



## Construction

1. Relocation Planning
2. Title Reports, legal descriptions, environmental and historic investigations, appraisals
3. Determinations of relocation benefits
4. Purchase of property is negotiated
5. Escrow (Purchase) process
6. Property vacated/relocation

**18-24  
months**

**6-18  
months**

**1  
month**

*\* These activities may run concurrently based on project schedule*

# Segment 1: Relocation Planning





# Typical Real Estate Process Steps

**Existing  
Conditions  
Determined**

**Potentially impacted properties are determined**

**Relocation  
Planning**

**Consult with occupants to determine their needs**

# What is Relocation?

- When an occupant is required to move (**relocate**) because the property is being acquired by the City
- **Relocation Planning** helps identify the occupants' moving needs and applicable benefits
- Every property is unique
- Commercial and residential properties benefits are different

**Benefits = Reimbursement Package**



# What is Relocation?

Relocation Planning\* may begin between conceptual alignment adoption and 30% Design

Only those that may need to move from their property will be contacted:



*\*Relocation planning helps determine your needs and benefits*

Please do not move before receiving your written offer

# Please submit your

## Segment 1. Relocation Planning questions

Please take a few minutes to write questions you have on the index cards provided.

When done, hold your card(s) up and we will collect.



# Segment 2: Acquisition Process



# A Note about Eminent Domain

- Difficult and emotional process
- Forced sale of your property for public good
- Team has to follow standards and guidelines
- Want to make process as clear as possible



# What gives the City the right to acquire property

- State law allows the City to acquire property for public transportation purposes under the right of **eminent domain**
- State and Federal Laws define the process that **MUST** be followed to purchase property
- Project design establishes what property will be needed to build the project



# Typical Real Estate Process Steps

**Existing  
Conditions  
Determined**

**Potentially impacted properties are determined**

**Relocation  
Planning**

**Consult with occupants to determine their  
needs**

**Title  
Reports  
Obtained**

**Inform the project of ownership and  
encumbrances on the properties**

**Legal  
Descriptions  
Made**

**Define the land area that will be acquired**

**Appraisals  
Completed**

**3rd party valuation of the real estate to be  
acquired**



# What is the Acquisition Process?

## Property appraisal

- The value is determined through the appraisal process

## Written offer to purchase

- Includes written offer, acquisition, and relocation packages
- 90 day notice to vacate is provided

## Negotiation

- City negotiates in good faith with all owners and treats all parties fairly and consistently
- Property owner can hire independent appraiser for negotiations
- The project has limited negotiation authority
- Legal action may be necessary if settlement cannot be reached

## Escrow

- The seller is responsible for all mortgage payments and tenants are responsible for rental payments until the transaction closes and records
- The property transfers to the City and the Seller is paid compensation

## Property Vacated

- Once City obtains possession/ownership of the property, the occupant will have 30 days to vacate the property

# Please submit your Segment 2. Acquisition Process questions

Please take a few minutes to write questions you have on the index cards provided.

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# Segment 3: Relocation



# Typical Real Estate Process Steps

**Existing  
Conditions  
Determined**

**Potentially impacted properties are determined**

**Relocation  
Planning**

**Consult with occupants to determine their needs**

**Title Reports  
Obtained**

**Inform the project of ownership and encumbrances on the  
properties**

**Legal  
Descriptions  
Made**

**Define the land area that will be acquired**

**Appraisals  
Completed**

**3rd party valuation of the real estate to be acquired**

**Relocation  
Evaluation**

**Evaluation of move of personal property; Evaluation of  
residential or commercial needs**

# What are Relocation Benefits?

Relocation benefits = reimbursement package for actual, reasonable and necessary costs of moving\*

Relocation  
Benefits  
Can Include

Relocation advisory services

Replacement housing

Moving cost reimbursement

Related eligible expenses

*\*The City does not move you, it reimburses you for the move*



# Who may Receive Relocation Benefits?

- If you are occupying the property at time of written offer to purchase
- If you are lawfully present
- If you are lawfully operating your business



# How Does Relocation and Reimbursement Work?

1. Determine relocation benefits eligibility
2. Obtain bids for move
3. Determine entitlements (*\$ values of benefits*)
4. Provide 90-day Notice to Vacate
5. Select replacement site
6. Coordinate move; pay expenses
7. [Movers] disconnect, move personal property
8. [Movers] reconnect personal property
9. Submits claim for reimbursement
10. Reimbursement paid

City / Tierra

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×

×

assists

×

Occupant

×

×

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# Typical Real Estate Process Steps

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Conditions  
Determined**

**Potentially impacted properties are determined**

**Relocation  
Planning**

**Consult with occupants to determine their needs**

**Title  
Reports  
Obtained**

**Inform the project of ownership and encumbrances on  
the properties**

**Legal  
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**Define the land area that will be acquired**

**Appraisals  
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**Relocation  
Evaluation**

**Evaluation of move of personal property; Evaluation of  
residential or commercial needs**

**Benefits  
Determined**

**Maximum benefits are determined by an evaluation  
process**



# Closing Thoughts

- Learn about your rights
- Tierra's team provides information and resources
  - Call or email
  - Schedule your interview
- Watch for opportunities to be proactive
  - Look for letters or announcements about the project
  - Schedule your interview if you get a letter
  - Attend your appraisal



# Please submit your Segment 3. Relocation questions

Please take a few minutes to write questions you have on the index cards provided.

When done, hold your card(s) up and we will collect.



# Questions & Answers



General Real Estate Questions = Call City of Tucson  
Property-specific = call Tierra ROW

