



**City of Phoenix**

FINANCE DEPARTMENT  
REAL ESTATE DIVISION

**REAL ESTATE  
ACQUISITION SERVICES REQUEST FORM**

<b>Date</b>	
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<b>Project Name</b>	
<b>Department</b>	
<b>Requesting Department Contact</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Type of Acquisition Services Requested (i.e. ROW, easement, in fee, dedication, license, etc)</b>	
<b>Date Acquisition Required (i.e. date required to be cleared for construction)</b>	

**Project approved by City Council?**                      **If yes, City Council Action Date**                      **Ordinance #**

<b>Project General Location</b>				
Project Site Data				
APN	Address	Council District	Property Owner (if known)	Property Owner Contact Info (if known)

*Please see additional pages attached for more parcels.*

<b>WBS/CC</b>	
<b>Amount Budgeted for Acquisition</b>	
<b>Fiscal Year(s) Project Budgeted</b>	
<b>Source of Funds</b>	

**Federal Funding:**

**Attachments Checklist:**

- |                               |                |                    |
|-------------------------------|----------------|--------------------|
| Legal Description             | ROW Strip Maps | Construction Plans |
| Area Calculations/Map Exhibit | ROW Plans      |                    |

**Project Description:**

**Additional comments:**