**CONSULTANT’S MONTHLY REPORT SAMPLE**

|  |  |
| --- | --- |
| **CONSULTANT** |  |
| **COUNTY** | **ITEM NO.** |
| **PROJECT NUMBER** | **CH NO.** |
| **PROJECT DESCRIPTION:** |  |
| **DATE OF NOTICE TO PROCEED APPRAISALS** | |
| **DATE OF NOTICE TO PROCEED NEGOTIATIONS** | |
| **DATE OF NOTICE TO PROCEED RELOCATIONS** | |
| **DATE OF NOTICE TO PROCEED PROJECT**  **MANAGEMENT** | |
| **PROJECT COMPLETION** | |
| **REPORT OF MONTHLY ACTIVITIES (SUBMISSIONS, ACTIONS NEEDED, ETC.):** |  |
| **CONSULTANT:** |  |
| **DEPARTMENT:** |  |
| **RECOMMENDED BY:** | **DATE** |
| *CONSULTANT* |  |
| **APPROVED BY:** | **DATE** |
| *KTC PROJECT MANAGER* |  |

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| **CONSULTANT MONTHLY REPORT** |  |  |
| **PAGE 2** |  |  |
| **CONSULTANT** | |  |
| **ITEM NO.** |  |  |
| **ACTIVITY** | **S CHE DUL E** |  |
| **CONTRACT** | **REVISED** | **ACTUAL** |
| **II. RIGHT OF WAY ACQUISITION** |  |  |
| **A. PUBLIC MEETING** |  |  |
| **B. APPRAISALS AND APPRAISAL REVIEWS** |  |  |
| **C. RELOCATION SERVICES** |  |  |
| **D. NEGOTIATIONS** |  |  |
| **E. PROJECT MANAGEMENT** |  |  |
| **F. PROJECT CLOSEOUT** |  |  |

**HISTORY and PROJECT DOCUMENTATION**