



**Carolyn Houston**

R/W-RAC

- IRWA Member
- Real Estate License
- Project Manager

Due Diligence

Acquisition Agent

- Federally Funded Project Relocation Agent

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Current & Recent Projects

TxDOT

- Relocation Manager
- Relocation

TxU

- Acquisition Agent
- Title Curative
- Condemnation

DART

- Acquisition
- Relocation

• Tyler TxDOT

- Acquisition
- Relocation

Pharr TxDOT

- Acquisition
- Relocation

ROW Experience

January 2000 - Present

**CAROLYN SWEETEN HOUSTON**, Texas Real Estate License, Mrs. Houston manages schedules, tracking, post acquisition activities to guarantee a smooth transition from acquisition to construction activities for the client. She maintains documents and data bases that deliver the negotiated changes from right of way to construction.

Recently, she worked on the team that completed a twenty mile, plus, ONCOR/TXU transmission line project. Her primary responsibilities for this project is to oversee all points of the pre-construction activities – right of entries, acquisition, relocation and condemnation process from securing appraisals, appraisal reviews, title commitments, title curative work, offers, negotiations, engineering reviews and revisions, final offers, closings, condemnation submittals, reviewing documents and procedures, submitting parcel payment requests and consultant billing to the client.

As an Acquisition Agent and Relocation Agent she was responsible for due diligence and negotiation for acquisition of right-of-way in fee and easements and providing complete relocation assistance to displaced families, individuals, and businesses as prescribed by the Uniform Relocation Act. She is completing a TxDOT project - a major mobility project in a commercially developed area to construct access and exit ramps and access roads along the IH-635 corridor through a heavily commercially developed area of Dallas, Texas. Her responsibilities included managing all phases of relocation and coordinating with acquisition agents for construction. The project was originally scheduled to have seven displacees and quickly turned into 150+ with residential, condominiums, tenant and commercial relocations (plus a 100+ self storage facility). TxDOT's relocation plan had to be quickly created and mobilized by Carolyn to maintain the project's schedule. The parcels were predominately commercial consisting of whole takes, category I and II bisection of buildings and improvements, billboards, gas stations, multi-level office buildings, apartment complexes, strip centers, self storage facilities and some residences. Prior to and during the acquisition phase, she investigated and interviewed the displacees completed all required forms and deliverables to creatively address relocation issues - delivering vacant parcels to the client ready for construction.

She has also worked as an acquisition and relocation agent in successfully executing the relocation of families and businesses on projects which had gained a tremendous amount of public attention. Her primary responsibilities for all of these projects are to complete all points of the acquisition and relocation process – from securing appraisals, title commitments, negotiations, engineering reviews and revisions, final offers, closings, reviewing documents, submitting parcel payment requests and consultant billing to the client.

Carolyn has a tremendous gift when dealing with the general public. Her ability to quickly defuse a negative situation has enabled her to successfully negotiate with hostile landowners allowing the client to close at the offer price or to reach reasonable settlements. Her ability to bring issues and counteroffers to the table has allowed the client to begin construction ahead of schedule.

As the Relocation Agent on the Dallas Area Rapid Transit project (DART) project, she met numerous times with the displacees most who were not fluent in English. She was able to gently guide them through the relocation process by diligently locating several replacement sites, being readily available to the displacee, the title companies and the mortgage brokers. Carolyn was able to locate replacement housing and business sites, complete the mortgage process and have the properties vacant for demolition ahead of schedule and under budget. Her responsibilities on this project were: completing needs assessment surveys for residential and non-residential displacees, provide advisory assistance, prepare replacement housing payment calculations for over forty (40) tenants, relocating a 140-unit apartment complex and three (3) motels, prepared and edited the needs assessment document for the Northwest and Southeast line segments for the Federal Transportation Authority, verified that all files contained complete and accurate forms and all documents needed to support claims as prescribed by the Uniform Relocation Act.