



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Mitchell E. Daniels, Jr., Governor
Michael W. Reed, Commissioner

August 20, 2009

MEMORANDUM

TO: Kevan McClure, Manager
INDOT Office of Real Estate

THRU: Steve Penturf, Acquisition Administrator
INDOT Office of Real Estate *SPD*

FROM: Dan A. Wait *DAW*
INDOT Chief Appraisal Specialist

RE: INDOT Real Estate Announcement

Please see below the (2) two new policy amendments and recommendations for the Office of Real Estate that will apply to both the INDOT staff and fee consultants.

Letter of Intent to Acquire- The current policy for the letter of intent to acquire in the 2006 INDOT Appraisal Manual will be eliminated because it unnecessarily or prematurely activates certain relocation procedures to property owners and/or tenants. Therefore the new INDOT policy will "not" send out the letter of intent to acquire letter to the property owners that was formerly accomplished during the APA stage in the R/W appraisal process.

The owner contact letter (please see attachment) may still be sent to the property owner during the appraisal process and the verbiage from this letter is recommended because it does not activate the letter of intent relocation procedures.

Appraiser Advice- All INDOT staff and consultant R/W appraisers are not to give advice to the property owners that are affected by the R/W acquisition concerning maintenance and improvements to their property.

Please implement these new policy amendments at your earliest convenience.

DAW: daw

cc: INDOT Real Estate North Region
INDOT Real Estate Central Region
INDOT Real Estate South Region
INDOT Real Estate LaPorte District
INDOT Real Estate Fort Wayne District
INDOT Real Estate Greenfield District
INDOT Real Estate Crawfordsville District
INDOT Real Estate Vincennes District
INDOT Real Estate Seymour District
INDOT Real Estate Appraisal Consultants
Records

Attachment: Owner Contact Letter Sample