



# Information for Right of Way Agents Assigned to Buying

Effective 11/27/2013

**ITEM:** Buying Milestone Dates

USE: Buyer's required timeframes

ACTION: The new buying timeframes are as follows:

- Offer received date must be within **15 days** from the date of assignment.
- Parcels must be secured or condemned within **30-40 days** from the offer received date.

The parcel should be submitted to INDOT for review by the 40<sup>th</sup> day. Any days beyond 40 days must be granted as an extension by the buying region supervisor and documented in LRS.

These dates will be closely monitored to ensure we are meeting our goals. With these expedited timeframes, it is imperative that you stay in close communication with the property owner and thoroughly document all communications in the LRS remarks area.

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**ITEM:** Right of Entry

USE: Available for use on bare land parcels only when the owner has accepted the acq offer.

ACTION: Please ensure you are using the latest Irrevocable ROE. The ROE can only be utilized on bare land acquisitions in which the owner has accepted the acquisition offer. The ROE, \$500 Claim Voucher and copy of the offer acceptance page should be submitted in advance of the secured parcel to Beth Wilkins. The \$500 claim voucher is deducted from the FMV acquisition voucher amount. The deed amount will total the \$500 ROE claim voucher and acquisition voucher amounts.

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**ITEM:** LRS

USE: Required data entry for all parcel activity.

ACTION: As information becomes available please add it to LRS; i.e. phone numbers, email address, zip codes and alternate address.

Remarks must be entered a minimum of every **7 days**. The Remarks area should include **ALL** activities completed by the buyer.

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**ITEM: Bank and Administrative Fees**

USE: Reimbursement of bank fees and other administrative fees

ACTION: When presented with bank fees such as Partial Release fees, buyers will need to contact the bank in an effort to see if the fee can be waived due to the sale of the property being under the threat of eminent domain. This effort must be documented in LRS before this fee can be paid if the waiver is denied.

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**ITEM: Corporate Resolutions Waiver**

USE: For partial acquisitions of \$50,000

ACTION: INDOT's Buying Manual requires that in the case of Fee Simple Acquisitions from certain entities, that the officer's authority to convey will be established by a certified copy of a Resolution of the Board of Directors or Fiscal Body approving the sale to INDOT and authorizing the officer to sign the documents.

For partial acquisitions of \$50,000 or less, the Buying Manager may waive this requirement.

For total acquisitions, or acquisitions for greater than \$50,000, refer to the Buying Manual for requirements.

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**ITEM: Prepared by Statement**

USE: This item should no longer be used or added to forms

ACTION: Please do not include the "Prepared By" statements to the deeds and other instruments you are preparing. Our legal folks that review and approve the conveyance documents add their own "prepared by" page. Packets may be rejected in the future if the buyer adds the "prepared by Statement" to any conveyance documents.

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**ITEM: Buying Status Report**

USE: This form is completed by the buyer for use by our Property Management Unit

ACTION: All assignments should now have the Statement of Just Compensation (SJC) completed by the Review Appraiser in LRS, which in turn auto-populates the Buying Status Report in LRS. Please thoroughly review the SJC for accuracy as soon as you receive the buying assignment. Once the parcel is secured, the Buying Status Report must be saved and printed from LRS and included in the parcel packet for review.

Please ensure that you are completing lines (a.) and (b.) on the Buying Status Report correctly. The information on these two lines is critical for our Property Management group with regards to the property owner notices they are required to send out.

**Line (a.)** are those items to be removed or demolished by INDOT.

**Line (b.)** are those items to be physically moved by the owner.

This information must be discussed with the property owner and documented in the LRS remarks so there is no confusion later in the process as to what, when and who was responsible for moving the items.

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**ITEM: Relocation Daily Notice**

USE: Buyer's notification of presented Acq offer for use by our Relocation Unit

ACTION: Please submit a PDF of the Relocation Daily Notice to the following individuals within 1-2 days of the Acquisition offer being received by the owner.

- Judy Elkins [jelkins@indot.in.gov](mailto:jelkins@indot.in.gov)
- Michael Kuehl [mkuehl@indot.in.gov](mailto:mkuehl@indot.in.gov)
- Megan Shaw [mshaw1@indot.in.gov](mailto:mshaw1@indot.in.gov)

