



## Property Management Expectations of INDOT

1. Secured and condemned parcel files are reviewed to identify improvements or personal property in the acquired and existing Right of Way. Personal property or improvements in the acquired Right of Way are entered in LRS as “Acquired”, “Cost to Cure”, “Both” or “None”. A brief description of the improvement is also entered.
  - a. Acquired Improvements in the acquired Right of Way. These improvements are INDOT property after payment. A 30-day notice to vacate is not required and INDOT has these improvements removed in its own time by various methods explained in Acquisitions with Buildings once possession has been secured.
  - b. Cost to Cure improvements in the acquired Right of Way. These improvements are property for which the owner will be paid money to remove from the acquired Right of Way. A 30-Day Notice to vacate is required to be delivered to the owner. If not removed within 30 days, the improvement is considered an encroachment. If the owner fails to remove the encroachment, INDOT will remove these in its own time. The term Cost to Cure is used by appraisers as a term that also describes damages and not necessarily improvements that need to be physically removed by the owner as stated above.
  - c. Encroachments in the existing Right of Way. These are improvements that have been illegally placed in the existing Right of Way. The appropriate District is responsible for the removal of encroachments in the existing Right of Way. An encroachment notice is sent to the district when identified in the appraisal.
2. Secured parcel files are reviewed for payment and delivery instructions, property taxes to pay, mortgage balance to pay, mortgage release to obtain, mobile home titles to obtain, etc.
3. Any necessary payment notices and closing statements are prepared for mailing or delivery with the payment for secured parcels.
4. Parcel files are held in Property Management until all payments have been mailed or delivered. Once all Property Management information has been extracted with Cost to Cure information sent to the district to monitor the removal and clearing the parcel files are sent to Records for filing