



Property Management Frequently Asked Questions (FAQs)

Q1. What is the difference between a parcel being Secured packet location PM vs Secured packet location Exe – Rev for Payment?

A1. When a parcel is secured and the packet location is in PM, the Property Management Specialist has received the parcel and is awaiting payment. When a parcel is secured and the packet location is in exe - rev for payment, the property management specialist is waiting on finance to send the packet.

Q2. How long until I receive my money?

A2. A check should be issued, bearing no issues with a W9, within 90 days of coming out of legal review.

Q3. Condemnation – I received a letter from you telling me money was posted; how do I go about getting that money?

A3. **With Attorney** - Contact counsel to have them file a motion to withdraw the money.

No Attorney - We will contact our legal staff and have them contact the owner on how to go about filing a motion to withdraw the money OR they can contact the county clerk's office to find out what it needed.

Q4. What is the status of parcels for certification letters?

A4. Look at LRS under the code for the contract being asked about. If all parcels are clear, check SPMS to make sure there are no other DES #'s associated with this contract. If everything is clear and no other des #'s, then a certification letter can be done. If there are parcels that are still active, paid or secured, then we would need to let the project manager know which parcels they are and a possible estimate of when they would be paid or clear.

Q5. Will these parcels be clear by RFC?

Q5. Check LRS for the RFC date and then look at all parcels under the LA Code associated with the contract, check for the location of the parcel packets, and determine from the location of the packet, if they will be clear or not. If there is more than 1 des number, make sure all LA codes are checked.

Q6. Can I get my property staked, to know where to move the improvements out of the right of way?

A6. Yes, we will get in touch with the district and have them get this completed for you.

Q7. How do I go about getting an extension?

A7. **Relocation** - Contact your relocation agent and they will contact those needed. They will get a hold over agreement if approved.

CTC - This is rare, but if asked we will contact the project manager and ask for approval.