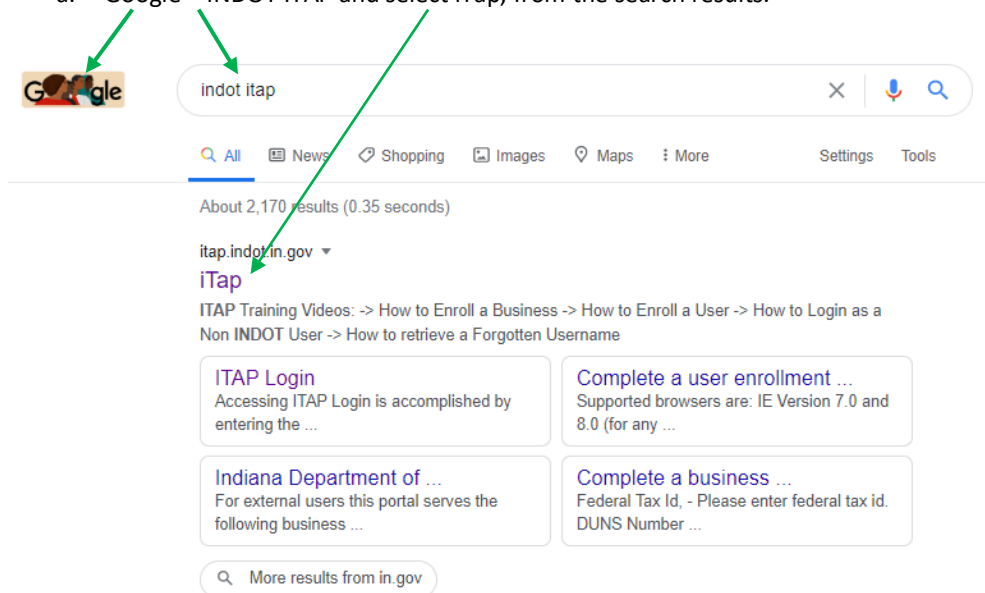Date: 08/12/2020
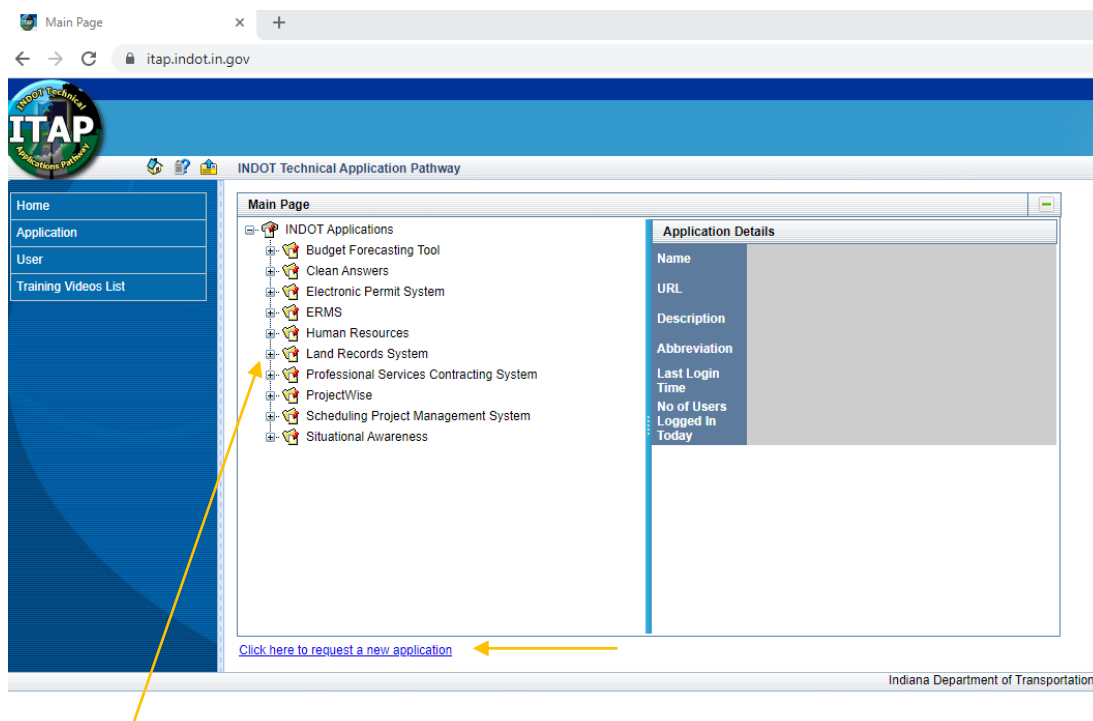
RE: LRS Appraisal Process (Page View)

1) Navigate to the INDOT Technical Application Pathway ("INDOT ITAP") through a Google search:
   a. Google – INDOT ITAP and select iTap, from the search results.

OR, navigate using web browser to https://itap.indot.in.gov/

which displays…

Note- All personnel will need to ensure that they have requested the appropriate INDOT Applications to complete and document assigned tasks, e.g., Land Records System ("LRS") access. If the LRS application is not displayed; request a new application and request LRS Application.

Assuming LRS Application is present then…

From INDOT Applications navigate to the Land Records System ("LRS") group and select, to expand and display the "State Land Records System" subgroup and select to open the "Applications Details" URL and select "Click here to access application"
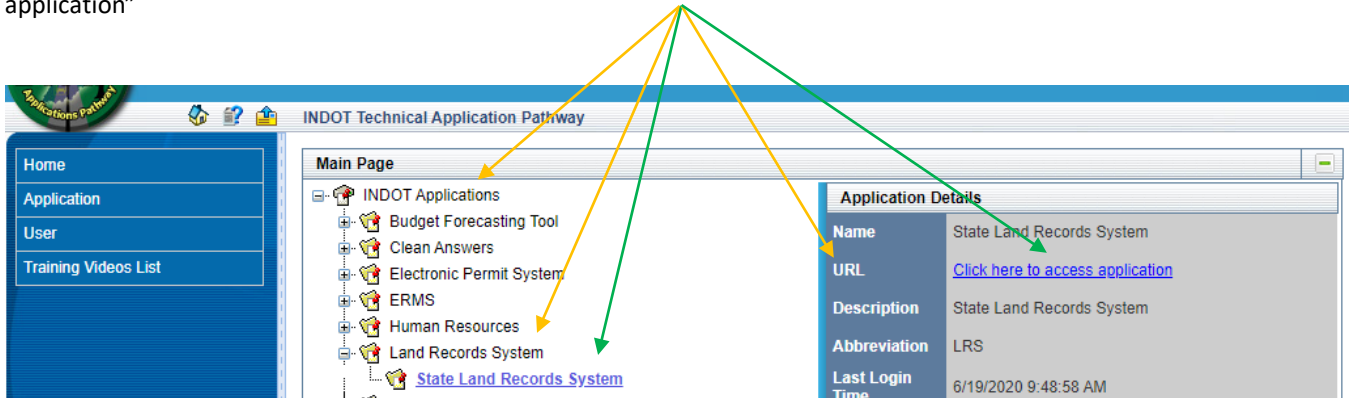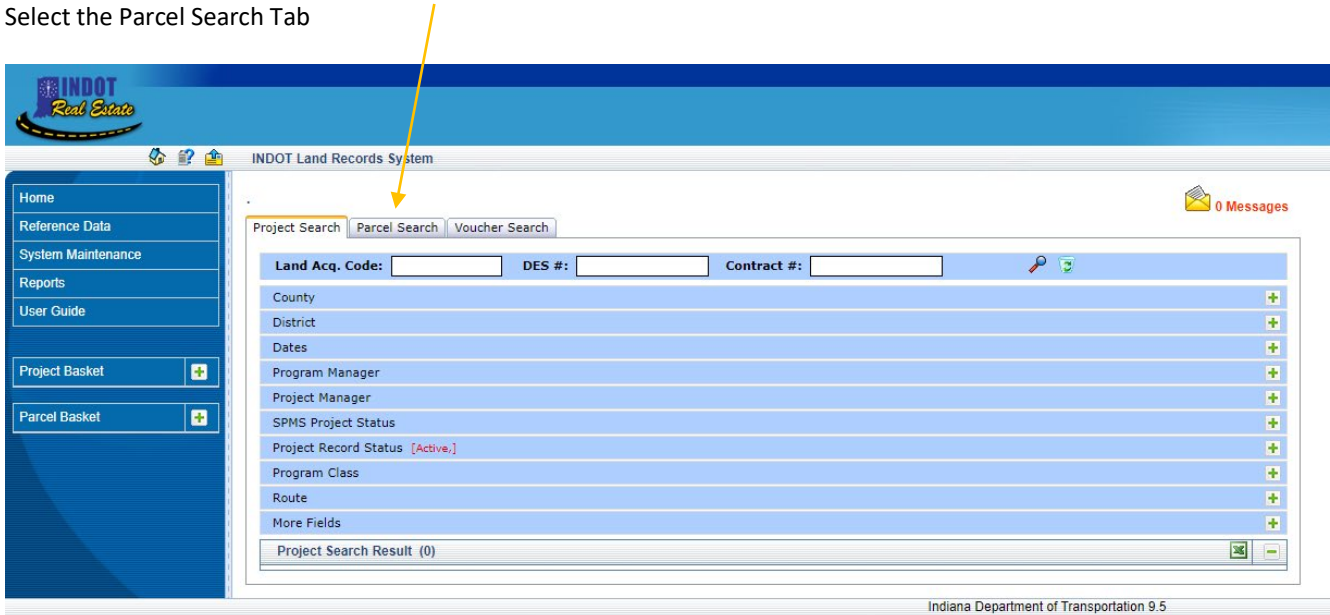

Which displays the…

INDOT Land Records System Home Screen
Displaying Tabs for "Project Search", Parcel Search" and "Voucher Search".
The Appraisal Section information is typically accessed and entered using the "Parcel Search Tab".
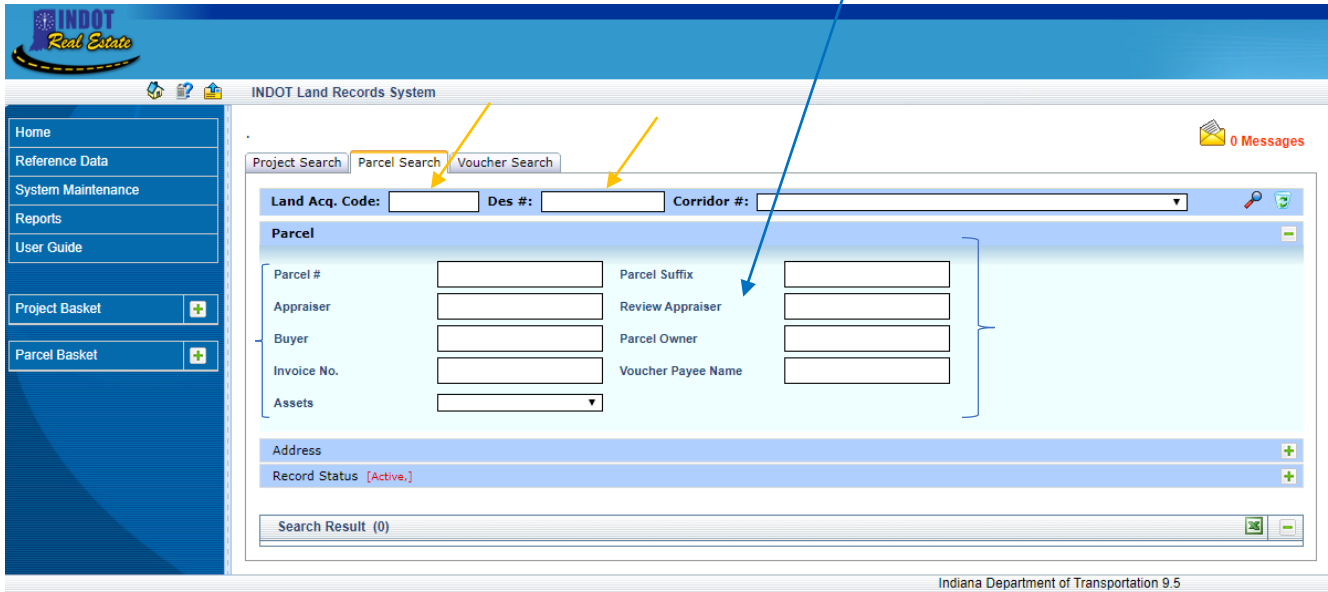Select the Parcel Search Tab

Which displays…

The "Parcel Tab" is used to search for Code and Parcel Information.

Typical search is accomplished by entering the L.A. Code or Des. #:

Narrowing of the search may be accomplished by using additional Filters: Parcel #, Appraiser, Buyer, Invoice No., Etc.,

(For this example, the search will be based on L.A. Code 6640).

Enter the Land Acquisition Code (in the open cell) and press Enter, or

Enter the Land Acquisition Code (in the open cell) and select the search icon.
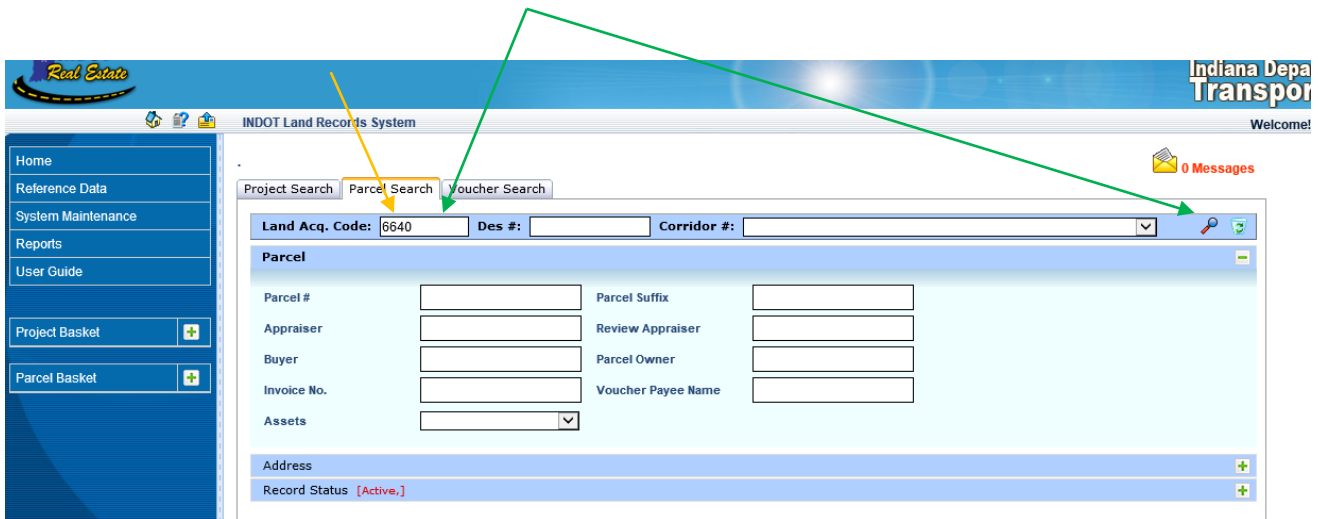
Which displays…

Notice:

Additional filtering choices if desired { },
Search Results (47), indicating the number of parcels associated with the respective Code, (in this case 47 parcels)
Showing 1-10 of 47 parcels
Items per page showing 10; note that all parcels may be displayed by selecting the drop-down arrow to display 10, 25, 50, & 100 per page.

This icon at this level, when selected, adds the parcel to the parcel basket.

This icon selects the parcel for Parcel Maintenance and when selected opens the Parcel Maintenance display
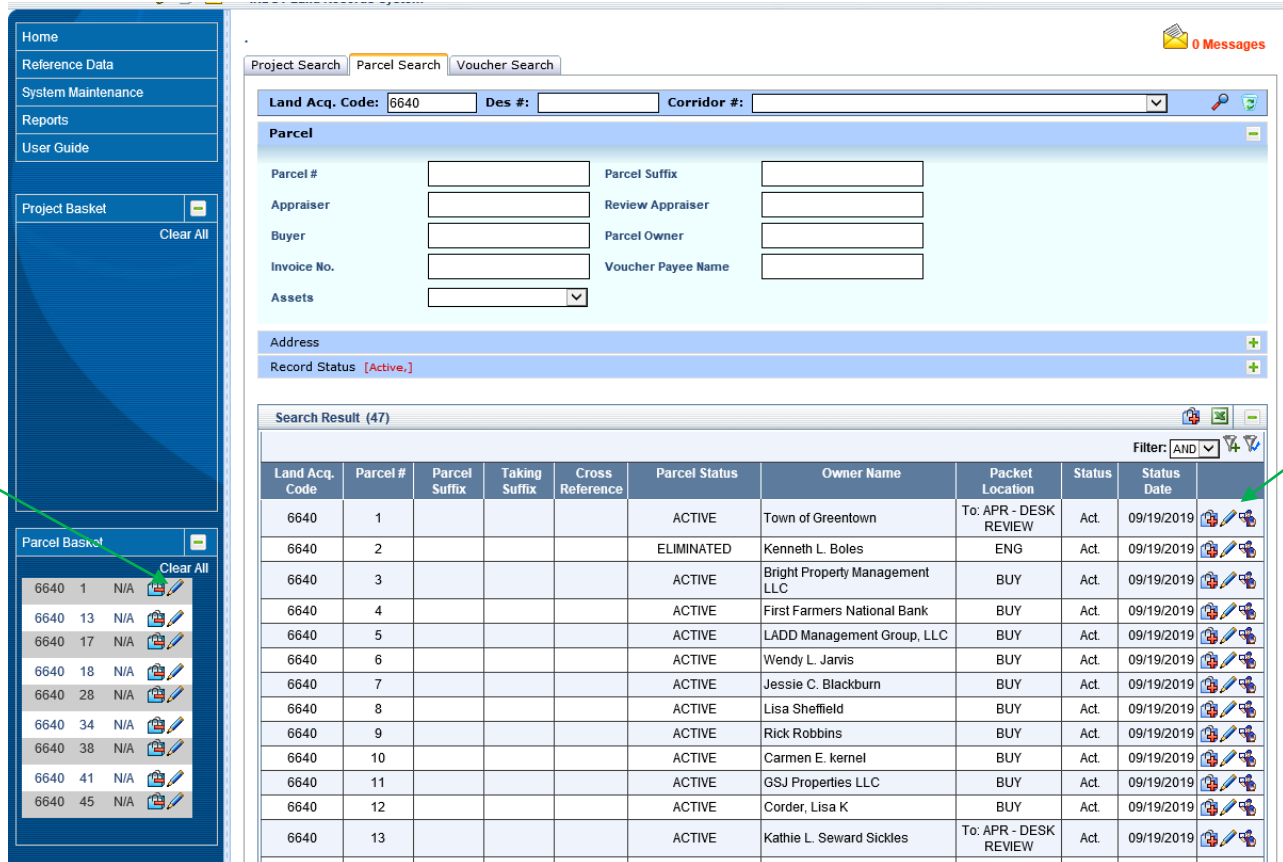
This icon is for packet inquiry and when selected opens the Packet Inquiry display, which shows the path of the parcel in the LRS.

Parcel Maintenance – Appraising:

To maintain a parcel, access the Parcel Maintenance page by clicking on the ✎ icon next to the Parcel's number in the Parcel Basket
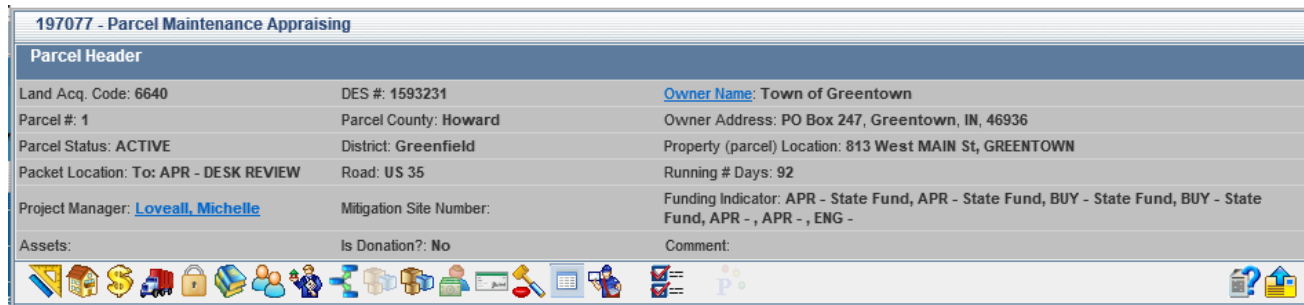
Or,

on the ✎ icon, to the right of the desired parcel in the Search Results Panel

Which displays…

The Parcel Maintenance Header.   The header contains information that was entered when the parcel was created as well as some information pulled from other systems.

Under the Header are tabs to the following maintenance areas: Engineering, Appraising, Buying, Relocation, Property, Records, Third Party, Condemnation, Cross Reference, Excess Land, Lease, Voucher, Auction and Packet Inquiry.

The Appraising screen contains Parcel information related to appraisal activities. Selecting the icon opens the Appraising Section Tabs (Owner Info, Details, and Basis for Just Compensation).

Owner Info:
The Owner Info tab contains basic information about the Parcel Owner. The screen displays blank fields if no Owner information has been entered, or existing Owner information is any has already been entered. Users follow the same steps to add Owner information or modify an existing entry. Click in the dropdown and text fields to enter information.

When all necessary information has been entered, click **Save** at the bottom of the page to save the Owner information or **Cancel.** If saving, click **OK** at the confirmation.

Details:
The Details tab contains multiple selections where appraising problem information is stored. Each selection- Appraisal Problem Analysis, Appraisal Parcel Details, Appraisal Review Parcel and Appraisal Desk Review Parcel- has its own **Save** and **Cancel** buttons, allowing for independent information entry. Appraisal Problem Analysis will only display when the Engineering Reviewer, Land area acquired, and Appraising Parcel location are populated. The screen displays blank fields if no information has been entered, or existing information if any has already been entered. Users follow the same steps to add information or modify an existing entry.

Click in the dropdown and text fields to enter information or on the Calendar con to select a date from the calendar.

The Appraisal Section Supervisor ("Supervisor") assigns an INDOT Staff Appraiser or negotiates with a Contract Fee Appraiser to complete the appraisal problem analysis and fee estimate sheets ("APA") for the proposed acquisition.

The supervisor fills in the APA section of LRS to include: "Assigned Name, Assignment Date, Due Date, and Notice to proceed." The assigned APA preparer enters the completion date when the APA & FE Sheet has been completed and the pdf sent to the Supervisor for review or assignment for INDOT APA & FE Approval.

**Forwarding the assignment through various sections of the Packet Inquiry will be presented later. **

APA Cont….

Once the Consultant provided APA has been reviewed the assigned INDOT staff will sign and save the APA & FE pdf and complete the LRS APA screen entries. The entries include: "Potential Relocation, Approved Name, Approved Date, and the Approved Fee.

Note- in each section of the APA Screen there is a section for remarks if needed. Select the green plus sign to open the remarks box, completed associated remarks and select Add to save them to the LRS.

Once the LRS entries have been completed the INDOT APA & FE approval authority will forward the parcel, via the packet inquiry icon to APR-Hire PO and notify the Appraisal section supervisor of the action. This action forwards the LRS to the appropriate layer for entry of PO and contract processing. The Appraisal Section Supervisor will coordinate the appraiser hiring and selection with the INDOT Support Staff who will complete the hiring process and coordinate the Engagement, Funding Approvals, PO's, Notice to Proceed, etc.

When all hiring and engagement task have been completed the Support Staff will forward the LRS to the APR-Appraise by using the Packet Inquiry Icon .

This will allow the assigned appraiser to complete entries in the Appraisal Parcel Details Section of LRS that include: Property Use, Has Mobile Home, Appraisal Amount, Relocation Breakout Required, Building Acquired and Assignment Completed Date.

Note- Items that will be entered by the Supervisor at the time of the assignment and/or auto populated from other areas of LRS and include: Appraiser Name, Appraisal Assigned, Property Location, Appraiser Type, Appraisal Type and Appraisal Due.

The assigned appraiser will then send the completed appraisal report pdf to the assigned review appraiser and then forward LRS to APR-Review. This will allow the Review Appraiser to receive the assignment via LRS and to complete the Appraisal Review entries that include: Reviewer Received, Reviewed Appraisal Amount and Review Completed Date.

Appraisal Review Parcel			➕
Appraising Reviewer Name	Assigned Reviewer	Reviewer Assigned	04/29/2020
Reviewer Due	08/15/2020	Relocation Break out Sheet Sent to Relo	
Appraisal Sent to Relocation		Review Completed	07/22/2020
Reviewer Received	07/15/2020	Revised Reviewed Appraisal Amount	
Reviewed Appraisal Amount	$270,650.00	Appraising Parcel Submitted for Evaluation	
Performance Evaluation			🔄

Save	Cancel

Filter: AND ▼

Remark(s)	Created By	Created Date	➕
Showing 1-1 of 1		Items Per Page 10 ▼ Prev 1 ▼ Next	

Note- Items that will be entered by the Supervisor at the time of the assignment and/or auto populated from other areas of LRS and include: Appraiser Reviewer Name, Reviewer Assigned Date and Reviewer Due Date.

The assigned review appraiser will then send the completed appraisal report, the review appraisal report and signed SJC pdfs to the Appraisal Section Supervisor and then forward LRS to APR-Review. This will allow the Supervisor to receive the assignment via LRS and to assign the INDOT Staff member to complete the Appraisal Desk Review for the parcel.

Appraisal Desk Review Parcel			➕
Appraising Desk Review Not Required?	☐		
Appraising Desk Reviewer Name	Assigned Desk Reviewer	Appraisal Sent to Relocation	○ YES ○ NO
Desk Reviewer Received	08/04/2020	Desk Reviewer Completed	
Relocation Breakout Sheet Complete		Date Due	08/06/2020
Performance Evaluation Not Required?	☐		
Performance Evaluation			🔄

Save	Cancel

Filter: AND ▼

Remark(s)	Created By	Created Date	➕
Showing 1-1 of 1		Items Per Page 10 ▼ Prev 1 ▼ Next	

* This color background fields are mandatory.

Note- Items that will be entered by the Supervisor at the time of the assignment and/or auto populated from other areas of LRS and include: Appraiser Desk Reviewer Name, Desk Reviewer Assigned Date and Desk Reviewer Due Date.

The assigned Desk Reviewer will review the appraisal report, the appraisal review reports and the SBJC for accuracy, consistency and compliance with the appropriate governing rules and regulations. If found to be acceptable the Desk Review will complete the CRV and sign the SBJC as approved. The Desk Reviewer will complete performance evaluations, fill in the Desk Review Completion Date and forward the LRS to Buy- Negotiate.

The Desk Reviewer will save the completed appraisal, appraisal review documents and the SBJC to the V Drive and in ERMS Archive – Appraisal Section.

The Basis for Just Compensation Tab allows for the completion of the SBJC. Some of the information presented is auto populated from various other sections of the LRS. By selecting the green Plus sign the review appraiser will be allowed to confirm entry information and to complete the Statement of the Basis for Just Compensation.

Selecting the Green Plus sign opens a screen similar to the one displayed below.

07/2013   STATEMENT OF THE BASIS FOR JUST COMPENSATION   Code: **6861**

1. This is a written statement of, and summary of the basis for, the establishment of the amount believed to be, through a valuation process, just compensation for the purchase of this right-of-way for highway purposes. The amount set forth in Item 5 below is not less than the approved estimate of value. In accordance with Public Law 91-646 as amended, the "Uniform Act", and as codified in Indiana at IC 8-23-17-1 through 8-23-17-35, this value disregards any decrease or increase in fair market value of the property prior to the date of valuation caused by the public improvement for which the property is acquired other than physical deterioration within reasonable control of the owner.

2. The legal description of this acquisition is set forth in the instrument of conveyance in the following identified parcel and this acquisition is identified in the Acquiring Agency's records as:

Des #:   **1700075**   Parcel: **3**   Road: **SR 10**   County: **Newton**

Owner(s): Gerald A. & Todd E. Smith

Override:

3. The area and type of interest being acquired: .044 AC Fee Simple

Override:

The amount in Item 5 below includes payment for the purchase of all interests in the real property and no separately held interest is being acquired separately in whole or part, except as may be explained in Item 8 below.

4. This acquisition is (Check one):

     ○ a. A total acquisition of the real property.

     ○ b. A partial acquisition of the real property

This acquisition has Mitigation Costs (Check one):

○ Yes

○ No

5. The Agency's Offer: Just compensation has been determined to be and the Acquiring Agency's offer for the purchase of this real property is as follows:

     a. Total Land, Land Improvements and Buildings

         Excess Land Aquisition Cost *not included in calculations*

         Mitigation Cost *not included in calculations*

     b. Perpetual Easement

     c. Severance Damages (i.e.: Setback, Loss in Value to the Residues, etc.)

     d. Other damages (Itemize) Cost to Cure estimates:

Description	Amount

     Total Damages $0.00

     Temporary R/W

     Total amount believed to be Just Compensation offered for this acquisition is: Calculate $0.00

6. The amount in Item 5 above may include payment for the purchase of certain buildings and improvements and their ownership shall pass to the Acquiring Agency. These buildings and improvements are identified as follows:

7. The amount in Item 5 above may include payment for the purchase of certain Land Improvements, Fixtures, Equipment, Machinery, Signs, Etc., and their ownership shall pass to the Acquiring Agency. These items are identified as follows:

8. Items owned by others (i.e.: lessee, tenants, etc.) included in Item 5 above are identified as follows:

9. Remarks:

Some items SBJC will be auto populated form other areas of the LRS and include: The Code, Des#, Parcel, Road, County, Owner(s), area and interest being acquired. In some cases, the assigned review appraiser may choose to use the Override function to enter ownership information and/or area and interest being acquired.

The Review Appraiser completes the SBJC line items based on the parcel acquisition information presented and the appraisal review analysis conducted. The various acquisition amounts will need to agree and total based on information provided in other portions of LRS. One completed and all information is correct the form will be ready to print.

Select the Check-Box "Form is complete and ready to print, which will open a pdf of the SBJC for printing.   The reviewer will sign the form and save the pdf for delivery to INDOT for final approval of the SBJC.

The following page will present the Appraisal Routing Codes in the Land Records System :