



INDIANA DEPARTMENT OF TRANSPORTATION

ROW Acquisition / Buying Expectations of INDOT

1. Thorough review of the plans.
2. Review and update the title information, completing the Supplemental Title and Encumbrance Report (see [Online Forms](#)).
3. Review and understand the appraisal.
4. Prepare offer materials.
5. Deliver the offer to the ownership interests with an explanation of the project, plans, and acquisition procedures, either in person or by Certified Mail.
6. Address and document all owner concerns and determine whether plan changes or appraisal reviews are justified.
7. Gather information regarding obvious environmental concerns.
8. Preparation of all instruments/documents and obtaining all necessary signatures to provide clear title.
9. Assemble the parcel for submission.
10. Submit the completed parcel within the target date.

