



ROW Acquisition / Buying Frequently Asked Questions (FAQs)

Q1. What do I do if the parcel is needing staked?

- A1. - A staking form needs to be completed by the consultant.
- The form can be found on the INDOT Buyers forms website.
<https://www.in.gov/indot/resources/manuals/real-estate-manual-and-resources/buying-forms-and-other-information/>
 - Email the staking form to the BTA
 - BTA will then email the district contact to schedule, and copy the PM
 - BTA will follow up if needed
 - Buyers please confirm whether the project has other parcels that also need staked so that they can be schedule at the same time

Q2. Do I need to automatically turn a parcel over to condemnation at day 31 and do I need INDOT approval?

A2. The buyers have the most information to decide on when to turn a parcel over to condemnation. Therefore, approval by INDOT is not needed to turn a parcel in to condemnation. If the buyer believes they need longer than 30 days, this should be discussed with the BTA. Remember that communication, including notes in LRS is key.

Q3. What do I do if I need to get an extension?

- A3. - Contact your BTA with an explanation on why this may be necessary
- BTA will confirm with the project manager an extension is feasible
 - BTA will then change the date in LRS

Q4. What do I do when I need to revise the name of the owner?

- A4. - Complete a Name Change Form
- Email the Name Change Form along with supportive documents/deeds to the BTA
 - Route to Engineering-Name Change

Q5. What do I do if I need to change the owners mailing address?

Q5. Go to the Buying Tab in LRS and click on the blue "Owner's Name" link and input the correct information

Q6. Who do I get engineering documents from?

A6. The INDOT CO Support team should have sent the engineering documents along with the Notice to Proceed. If you did not receive it, reach back out to them. If they do not have them, they will reach out to the appropriate people to locate them.

Q7. What if the parcel is sold to a new owner while pending offer with current buyer?

- A7. - Being proactive and limiting delays due to the closing is imperative. The buyer should contact the title company and the soon-to-be owner to ensure they are aware the State is interested in purchasing their future property and what steps we will need to follow once title is conveyed to them. The buyer should also prepare the offer packet for the new owner and have a name change request ready so we can get it submitted as soon as we have a copy of the recorded deed from the closing.
- The offer to original owner must be rescinded

Q8. Where do I put the “Copy” Stamp when submitting documents for review?

- A8. - “Copy” Stamp must be placed in lower right-hand margin of the deed and sales disclosure notice
- The Stamp must NOT cover any writing