



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

100 North Senate Avenue  
Room N642  
Indianapolis, Indiana 46204

PHONE: (317) 232.5060  
FAX: (317) 233-3055

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ PROJECT: \_\_\_\_\_

\_\_\_\_\_ PARCEL: \_\_\_\_\_ CODE \_\_\_\_\_

Dear \_\_\_\_\_ :

You are hereby notified that the Indiana Department of Transportation may acquire all or part of the residence and/or business you presently occupy at \_\_\_\_\_ This is **NOT A NOTICE TO VACATE**. Instead, it is to notify you of the possibility that you may be displaced by a highway project.

If you are displaced, you will be given relocation advisory services that include housing and business location referrals, help in filing payment claims, and other necessary assistance to help you relocate successfully. Please be advised that you cannot be required to move permanently from your residence until at least one comparable replacement dwelling has been made available. You must have been informed of its location, assured of receiving the relocation assistance and acquisition compensation to which you are entitled, and provided sufficient time to negotiate and enter into a purchase agreement or lease for a replacement property. In any case, no one will be required to move without at least 90 days written notice.

Any person, business, farm, or non-profit organization required to move by the project will be reimbursed reasonable moving expenses incurred in moving personal property from the displacement site to a replacement location within 50 miles. In order to be eligible for relocation benefits, you must be in occupancy at the displacement site on the date the State initiates negotiations for the property. That is the date the State makes a written offer to the real property owner of the specific amount the State will pay for the property. Occupants who move prior to that date will be considered to have moved for personal reasons and will not be eligible for relocation payments. You are encouraged **NOT TO MOVE** at this time. If you must move, please contact the INDOT Relocation Section before you do at the address and telephone number listed later in this letter. If you move without contacting them, you may void your eligibility for relocation assistance.

Residents who are displaced by the project may receive a replacement housing payment to assist in securing comparable replacement housing. Owner-occupants of at least 180 days before initiation of negotiations may be eligible to receive a replacement housing payment for the

differential purchase price, increased interest, and incidental expenses incurred in **securing comparable** replacement housing in addition to the amount they were paid by the State for their property. Tenants and owner-occupants of at least 90 days before initiation of negotiations may receive a replacement housing payment to assist in purchasing or renting comparable replacement housing.

In order to be eligible for any replacement housing payment, all occupants must relocate to decent, safe and sanitary housing. owner-occupants must also convey their property to the State, not to another person, firm, or corporation.

Please be advised that any person may appeal the State's eligibility determination or amount of relocation payment by submitting a written appeal to the Relocation Section up to or within 60 days of the date of that determination.

All occupants should inform the Relocation Section before they move to assure that they do not violate their eligibility for relocation benefits. If you desire more information, you may contact the INDOT Relocation Section, 100 N. Senate Avenue, Indianapolis, IN 46204-2249, telephone 317/232-5058.

Your assistance in providing a modern transportation system for the State of Indiana is appreciated.

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Relocation Specialist

Please acknowledge receipt of this letter with your signature below:

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Relocatee

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Date