



# 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 \_\_\_\_\_ :

This is to advise you that on \_\_\_\_\_ the Indiana Department of Transportation initiated negotiations for the property that you rent at \_\_\_\_\_ . This letter is to notify you of your eligibility for moving expense reimbursement if you had personal property on the right-of-way at the time of initiation of negotiations. There are certain requirements that must be met in order to receive a relocation payment. Payments to which you are entitled will be made available in sufficient time to allow you to remove your personal property from the right of way. All claims for relocation payments must be submitted within 18 months after you remove all personal property from the displacement site.

As a displaced occupant of at least 90 days prior to the initiation of negotiation for this property, you may be entitled to a rental assistance payment to assist you in renting a replacement dwelling. You are eligible for assistance in the form of a downpayment towards a replacement dwelling and reimbursement for certain expenses incurred incidental to the purchase. Financial institutions in your area indicated that a downpayment of 20% would be required to purchase a decent, safe, and sanitary dwelling with conventional financing. The maximum downpayment assistance payment is \$5,250.00 unless a higher amount is computed. The full amount of the downpayment assistance payment must be applied toward the purchase price of the replacement dwelling you actually purchase and occupy, and/or eligible incidental expenses.

A rental assistance payment has been computed in the amount of \_\_\_\_\_ to assist you in renting a comparable replacement Mobile Home lot, should you elect to rent your replacement housing. This amount has been determined in an analysis of rent and utility costs of available comparable Mobile Home rental lots. The actual rental assistance payment will be the difference between the amount you pay for rent and estimated utilities at your decent, safe, and sanitary replacement Mobile Home lot over a 42 month period and the amount you pay for rent plus utilities at your present Mobile Home lot, not to exceed the above computed amount.

The Mobile Home lot located at \_\_\_\_\_ is available to rent if you so desire. It has been found to meet the requirements of comparability in accordance with federal regulations. The rental price is \$ \_\_\_\_\_ /month for the Mobile Home. lot, \_\_\_\_\_ utilities, plus an estimated \$ \_\_\_\_\_ /month for utility costs, equaling a total rent of \_\_\_\_\_ /month. The total rent has been used in computing the previously mentioned rental assistance payment.

Payments to which you are entitled will be made available in sufficient time to allow you to purchase or rent a decent, safe, and sanitary replacement site. Please be advised that any person may appeal the State's eligibility determination or the amount of the relocation entitlement by submitting a written appeal to the Relocation Unit within 60 days of the date of that determination.

**THIS IS NOT A NOTICE TO VACATE.** The Indiana Department of Transportation will not require you to move from the property you now occupy sooner than \_\_\_\_\_ which is at least 90 days from the date of this letter.

Your cooperation in providing a modern transportation system for the State of Indiana continues to be appreciated.

Sincerely,

\_\_\_\_\_  
Relocation Specialist

Please acknowledge receipt of this letter with your signature below:

\_\_\_\_\_  
Displacee

\_\_\_\_\_  
Date