



INDIANA DEPARTMENT OF TRANSPORTATION

Relocation Agent Frequently Asked Questions (FAQs)

Q1. Do you need to be a Licensed Real Estate Broker to take the exam?

A1. Candidates must have an active Indiana Real Estate Broker's license.

Q2. How many times can you take the exam?

A2. Three (3) chances are given to take the exam- if not passed by the third exam there is a waiting period of six (6) months.

Q3. Are there any other training materials that are needed to take the exam?

A3. Please review the Relocation Manual, Relocation Brochure, and FHWA FAQs will help prepare for the exam.

Q4. How can someone stay on the Pre-Qualification List?

A4. Handling active Relocation Parcels yearly in a satisfactory manner and complying with all other Real Estate Division and Prequalification Division requirements are necessary to remain on the Prequalification List.

Q5. Is there any hands-on training out in the field?

A5. Assistance can be given to any new Relocation Agent that is on the Pre-Qualification List on their first Relocation Parcel assignment.

Q6. Can a Displacee vacate before their 90Days expires since the 30Day Notice has been issued?

A6. The Displacee cannot be forced to vacate before their 90Day expired. 30Day Notices will either have the date of the 90Day date or later.

Q7. If the Highest and Best usage changes and the subject is not being acquired, do we still have to offer relocation services?

A7. Depending on how much impact was caused at the subject due to the project, the Displacee may be eligible for Relocation services.

Q8. How soon can a Relocation Agent go out on a new assignment?

A8. Depends on the funding and if it's NEPHA or Federal Funds. If Appraiser's are being paid out of the PE Funds then the Relocation Agent can be paid 1/3 out of PE Funds.

Q9. How often does LRS have to stay updated?

A9. Every time a packet or voucher is submitted. A Remark must be made very thirty (30) days at a minimum.



Q10. Are Relocation Agents required to go out on the Appraisal and Acquisition Meetings?

Q10. Yes, Relocation Agents must accompany the Assigned Appraiser/Buyer for the initial Appraisal and ION meetings.

Q11. How many days does the Relocation Agent have to issue their 90Day?

A11. Although 90Days can be issued at the time of the ION, Relocation Agents have 30Days to issue their 90Day Letter.