BUSINESS/LANDLORD - INITIAL RELOCATION MEETING SUBMISSION

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME:** |  | | | **CODE:** |  | | **PARCEL:** |  | **REVIEWER:** |  |
|  |  |  |  | | |  | | | | |
| Attached | Previously Submitted | Submit when available | Form # | | | Required Items | | | | |
|  | | | | | | | | | | |
|  |  |  | W-9 | | | Fully completed and **signed** by the displacee **+ 1 copy** | | | | |
|  |  |  |  | | |  | | | | |
|  | NA |  | #10 | | | Fully completed and **signed** by the displacee and agent | | | | |
|  |  |  |  | | |  | | | | |
|  |  |  | # 41 B/C/D | | | **Business/Landlord Questionnaire** fully completed | | | | |
|  |  |  |  | | |  | | | | |
|  | NA |  | #38 | | | Self certifying form that must be **signed** by the displacee | | | | |
|  |  |  |  | | |  | | | | |
|  |  |  | #44 | | | **Title VI Survey** fully completed or initialed by displacee | | | | |
|  |  |  |  | | |  | | | | |
|  |  |  | # 9 | | | Fully completed with landlord’s signature (**rental & landlord only**) | | | | |
|  |  |  |  | | |  | | | | |
|  |  |  | #25 | | | Top portion completed with agent’s signature | | | | |
|  |  |  |  | | |  | | | | |
|  |  |  | Photo | | | Personal exterior photo of the subject building(s) | | | | |
|  |  |  |  | | |  | | | | |
|  |  |  | INV | | | Large or unique items should be noted in the caption. | | | | |
|  |  |  | **\*** | | | Photos must clearly identify the personal property being inventoried | | | | |
|  |  |  |  | | |  | | | | |
|  | NA |  | #30 | | | 90 Day Notice **signed** by the agent and displacee | | | | |
|  |  |  |  | | |  | | | | |
|  | NA |  | # 46 | | | **Reestablishment Guidelines** advisory letter **signed** by displacee | | | | |
|  |  |  |  | | |  | | | | |
|  | NA |  | # 47 | | | **Business Eligible Moving Expenses** letter **signed** by displacee | | | | |
|  |  |  |  | | |  | | | | |
|  | NA |  | # 48 | | | **Business Ineligible Moving Expenses** letter **signed** by displacee | | | | |
|  |  |  |  | | |  | | | | |
|  | NA |  | #42A | | | **Payment Notice** **signed** by the displacee | | | | |
|  |  |  |  | | |  | | | | |
|  | NA |  | # 43A | | | **Tax Law Letter** initialed by the displacee | | | | |
|  |  |  |  | | |  | | | | |
|  | NA | NA | # 8 | | | Agent’s Report detailing the general relocation items discussed | | | | |
|  |  |  | **\*** | | | R8 does not need to be lengthy, but it must be specific and complete | | | | |
|  |  |  | **\*** | | | R8 should be **signed** by both the agent and displacee | | | | |

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| **COMPLIANCE CERTIFICATION** | |
| --- | --- |
| *I,* AGENT NAME & TITLE, AGENT COMPANY*, certify that this submittal is made in good faith; that the supporting data is accurate and complete to the best of my knowledge and that this submittal is in accordance with 49 CFR Part 24, PL 91-646 and IC 32-24 and that all applicable rules and regulations of the Federal Highway Administration have been complied with.* | |
|  |  |
|  | (Signature) |
|  | Phone: AGENT PHONE  Email: AGENT EMAIL |

Reviewer Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_