

REAL ESTATE SERVICES FEE SCHEDULE

Right of Way Management Services

Right of Way Management Includes: all processes, procedures, observations, data entry into LRS and management of all services needed to clear the right of way, including all the necessary activities to certify the right of way, which has to be acquired to clear the project(s) for construction. All processes and procedures shall be based on the Federal Highway Administration Rules and Regulations as well as the INDOT Real Estate Manual located at <http://www.in.gov/indot/2493.htm>. All services listed below shall be required within the Right of Way Service Management scope of work.

| Report Type | Per Parcel Fee |
|---|------------------------------|
| Right of Way Management per parcel services fee | \$1,000.00 per parcel |

Early Assessment Right of Way Cost Estimate

Early Assessment Real Estate Cost Estimate includes: all processes, procedures and observations to complete a Real Estate Cost Estimate assignment; including completion of the INDOT Real Estate Cost Estimate Spreadsheet. The Real Estate Cost Estimate includes and not limited to the research, analysis and reporting of the real estate costs, including land cost, land improvement costs, temporary r/w costs, damages, special benefits, cost to cures and improvements acquired and a breakdown of the appraisal report types. The Estimate will include the costs of relocation and condemnation. The real estate cost will be based upon market data in the project location; copies of the supporting market data used in the cost analysis will accompany the spreadsheet. The Consultant will be responsible for completing all LRS data entry associated with the cost estimate assignment.

The \$125.00 per parcel fee is applicable up to 50 parcels, the fee for projects larger than 50 will be negotiated based upon complexity.

Appraisal Services

Appraisal Problem Analysis Includes: all processes, procedures and observations to complete an Appraisal Problem Analysis per Scope of Work assignment based on Federal Highway Administration rules and regulations and the INDOT Appraisal Manual; including and not limited to; current photo of the subject property and approximate area of taking (3.5 X 5" minimum photo size); aerial of the site; engineer's plat, area computation sheet; estimated setback of improvements on damaged properties; electronic copies of reports; Notice to Owner Letter; 1 original report and 2 copies of the report, etc. **Waiver Valuation Includes:** all processes, procedures and observations to complete a waiver valuation report per Scope of Work assignment, based on Federal Highway Administration rules and regulations and the INDOT Appraisal Manual; includes current photos. **Appraisal Reports to Include:** all processes and observations to complete a waiver valuation report per Scope of Work assignment, based on Federal Highway Administration rules and regulations and the INDOT Appraisal Manual. Includes Scope of Work; owner contact letter; owner contacts; necessary corrections of appraiser's work; color photos of the subject property exterior front, back and sides, interior photos as necessary (3.5" X 5" minimum photo size); r/w plan sheet of the subject property; aerials of the subject; property tax card; Name Change Form with supporting documents for ownership change; confirmed 911 address for property location (estimated if vacant land). May also include leasehold interest analysis, list of personal and realty items; time in ordering and analyzing cost to cure items; obtain and review of FF& E appraisals also include 2 copies of report, 1 green report copy with Confidential Document cover page, 1 additional white copy if relocation applies and input information into LRS, etc.

| Report Type | Per Parcel Fee |
|--|-----------------|
| Appraisal Problem Analysis (APA) | \$225 |
| Waiver Valuation: Any Property Type (Improved or Unimproved) CTC estimates not to exceed \$500 without INDOT approval | \$600 |
| Value Finding: Any Property Type (Improved or Unimproved) | \$1,700 |
| Short Form: Any Property Type (Improved or Unimproved) | \$2,500 |
| Short Form: Residential / Ag (with affected improvements or a total take) | \$2,800 |
| Short Form: Commercial / Industrial / Multi-Family / Special / Billboard (with affected improvements or a total take) | \$4,000 |
| Long Form: Any Property Type (Unimproved) | \$3,000 |
| Long Form: Residential / Ag (Improved) | \$4,000 |
| Long Form: Commercial / Industrial / Multi-Family / Special (Improved) | \$10,000 |
| Excess Land Appraisal | \$500 |

Appraisal fees are set by INDOT Review Appraisers or Supervision when the APA is complete

Review Appraisal Services

Appraisal Review Reports to Include: all processes, procedures and observations to complete Appraisal Review Report per Scope of Work assignment, based on Federal Highway Administration rules and regulations and the INDOT Appraisal Manual. Mentor to appraiser and maintain project consistency. Includes Scope of Work; necessary corrections of reviewer's work and may also include appraiser's work. May also need to review FF& E appraisals; provide relocation breakout. Attach review document to all necessary appraisal report copies. Provide electronic copy of all comparable data and input information into LRS, et.

| Report Type | Per Parcel Fee |
|---|----------------|
| Waiver Valuation: Any Property Type (Improved or Unimproved) | \$350 |
| Value Finding: Any Property Type (Improved or Unimproved) | \$850 |
| Short Form: Any Property Type (Improved or Unimproved) | \$1,200 |
| Short Form: Residential / Ag (with affected improvements or a total take) | \$1,350 |
| Short Form: Commercial / Industrial / Multi-Family / Special / Billboard (with affected improvements or a total take) | \$1,900 |
| Long Form: Any Property Type (Unimproved) | \$1,430 |
| Long Form: Residential / Ag (Improved) | \$1,900 |
| Long Form: Commercial / Industrial / Multi-Family / Special (Improved) | \$4,600 |

Appraisal fees are set by INDOT Review Appraisers or Supervision when the APA is complete

Buying Services

Buying Assignments Include: thorough review of the plans; review and update of the title information; review and understand the appraisal; preparation of offer materials; delivery of the offer to the ownership interests with an explanation of the project, plans, and acquisition procedures, either in person or by certified mail; addressing all owners' concerns and determining whether plan changes or appraisal review are justified, with proper documentation of having done it; gather information regarding obvious environmental concerns; preparation of all instruments/documents and obtaining all necessary signatures to provide clear title; assembly of the parcel for submission; and submitting the completed parcel within the target date and input information into LRS, et.

| Report Type | Per Parcel Fee |
|-----------------------------|----------------|
| Total / Partial Acquisition | \$1,700 |
| Temporary / Access Rights | \$1,400 |

Buying fees are set by INDOT Buyers Supervisors

Relocation Services

Relocation Assignments Include: Inputting data into LRS, onsite meetings with assigned appraiser to determine real and personal property, Initial Relocation meeting with the displacee to explain all eligible entitlements and to offer Advisory Services, provide an ongoing list of available comparable properties, processing all needed claim vouchers for eligible entitlements and provide local services information to displacee. All assignments must be compliant with state and federal regulations as well as INDOT's Real Estate manual.

| Report Type | Payment Schedule | Per Parcel Fee |
|----------------------------|---|----------------|
| Residential Owner / Tenant | 70% payment when a 90-Day is issued - 30% payment when R/W is cleared. | \$3,550 |
| Business Owner / Tenant | 70% payment when move amount is determined and approved by INDOT and the 90-Day Notice has been issued - 30% payment when R/W is cleared. | \$3,550 |
| Personal Property Only | 70% payment when move is determined and approved by INDOT and 90 Day is issued - 30% payment when R/W is cleared. | \$1,500 |