**NEGOTIATED SELF-MOVE REQUEST**

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| **Print or Type All Information - Read Rules on Reverse Side** |
| 1. Property Owner’s Name:      | Parcel No.:       | County:       |
| ROW CSJ:       | Highway No.:       |
| 2. Name and Address of Applicant:     Telephone No.: | 3. Place of Relocation (Address):      |
| 4. Occupancy of Property Acquired by State: From (Date):       To (Date of Move):       | 5. Type Activity/Property to be Moved:       |
| [ ]  Owner [ ]  Tenant | 6. Value of Property to be Moved: $      |
| [ ]  Business [ ]  Advertising Sign[ ]  Farm [ ]  Other[ ]  Nonprofit Organization | 7. Distance of Move:      Yards;       Miles |
| 8. Time Required to Move:      Hours;       Day(s) | 9. Amount Requested for Self-Move: $      |
| 10. Notification has been received to move from State-acquired property and authorization is requested for a self-move of all personal property from the parcel at a cost not to exceed the amount shown in Block 9. Enclosed with this request is a list of all property to be relocated together with a tabulation of items requiring special handling, disconnection and reinstallation, plus special equipment and packing materials essential for the completion of this move. I certify that all information attached hereto or included hereon is true and correct. I further certify that all property shown on the attached listing will be moved to, and installed at, the address shown in Block 3 above in accordance with the terms under which the self-move payment is authorized.Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title or Position (Owner, Manager, etc.) |
| **Spaces Below to be Completed by State** |
| 11. Controlling Dates | Mo. | Day | Yr. | 12. Cost estimates (copies attached) |
| a. First Offer in Negotiations |       |       |       |  a. High Commercial Estimate $      b. Low Estimate or Dept. Cost Finding $      |
| b. Property Acquired by State |       |       |       |
| c. Required to Move |       |       |       |
| I have prepared and examined this request and all supporting documentation and recommend [ ]  approval [ ]  denial.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Preparing Right of Way AgentI have examined this request and supporting documentation and:[ ]  Recommend a payment of $      .[ ]  Find that payment cannot be authorized because       (List reasons payment cannot be authorized. Use extra page if necessary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Right of Way Manager |
| Payment is approved in the amount of $     Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Right of Way Project Delivery Management / \*Right of Way Division Director Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Amount exceeding $500,000 requires ROW Division HQ approval. |

**Rules**

1. Block 1 - List name of business, farm operation, nonprofit organization or person owning the personal property to be moved.

2. Block 5 - Briefly describe the activity or type property to be moved.

3. Moving payments may include reasonable amounts for dismantling, disconnecting, packaging, loading, insuring, transportation, unloading and reinstalling personal items which are not acquired, including the reconnecting of utilities. Moving payments cannot include expenses for improvements to replacement realty.

4. Moving payments are not applicable to items classified by the Department as real property or to items retained by an owner through the owner retention process.

5. Self‑move requests must include a copy of the moving plan or a list of:

a. All personal property which is to be moved from the parcel and project to the address shown in Block 3.

b. Items requiring packing and crating, removal and reinstallation and special handling. Lists indicating a need for special handling must also identify the service required plus any special equipment or technical assistance needed to move the item(s) requiring special handling.

c. All utility services needed at the replacement site to the extent that such utilities were in use by the displacee at the former location. Utility service deposits are not eligible for payment as relocation expenses.

6. The applicant herein does not have to claim payment for the negotiated payment; he or she may still claim his her actual moving expenses, but not both.

7. This application is not a claim for payment. Claims for negotiated self‑moves shall be accepted only when it is determined that the displacee is eligible for such payment and that the move was completed in accordance with the specifications and requirements on which the negotiated amount is based.