

April 7, 2009

Re: Project Number:
Tract Number:
Control Number:
Project Location:

The State of Nebraska, Department of Roads is planning to improve a portion of Highway _____ in _____ County. We need to acquire additional land to construct this improvement. In your case, we need _____ and improvement(s), if any, in land you own located in _____, _____ County.

The following improvements or interests are owned by others and compensation for said improvements or interests are not part of this offer:

Enclosed are the contracts and other documents that comprise our just compensation offer in the amount of _____. Also included is the appraisal used as the basis for the offer, a plan sheet showing the affected areas of your property, and a brochure explaining our policies and your rights.

Please look over this material and call me to discuss any questions or concerns you may have regarding this matter. My toll free number is 1-800-764-0422. If you wish I will be more than happy to meet with you personally to discuss our proposal.

If you are satisfied with our offer, please do the following:

1. **Sign, before a notary public**, two (2) sets of contracts.
(Spouses need to sign, even if not shown as a recorded owner.)
2. **Sign, before a notary public**, the deed(s), if provided.
3. **Sign** the voucher attachment.
4. **Sign and fill out** the W-9, Request for Taxpayer Identification and Certification form;
 - a. If you are the sole owner (single or spouses), you need only one W-9.
 - b. If multiple owners, then you and each owner/couple need to fill out and sign a separate W-9 form, even if you are receiving none of the proceeds.
5. Fill out the Request for Allocation of Gross Proceeds form; each owner/couple needs to list themselves and the other owners and designate how the total amount will be divided. *This is only for IRS accounting purposes. We will issue one check with all names on it, except we are required to make an electronic deposit when the consideration is over \$25,000. If there are multiple owners and/or parties (mortgage, etc.) and an electronic deposit is necessary, we will be required to hire a title company to handle the payment.*
6. If a corporation, please complete and sign the Corporate Resolution.
7. **Return** the executed documents in the enclosed postage paid return envelope and also;
 - a. COMPLETE & INCLUDE the Request for Tenant Information form, if provided.
 - b. INCLUDE for reimbursement, a paid receipt for notary services, if charged.

You will usually receive payment within four to six weeks after we have received the properly executed documents. If we need a release of mortgage or deed of trust it will depend on how quickly the company owning the debt instrument takes to process our request.

We appreciate your cooperation and patience in helping us complete this project that will provide safer driving conditions for the traveling public.

Sincerely,

Right of Way Division

cc: File

April 7, 2009

Project No.:
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As owner of the following described real property:

On which the following tenant owned improvements are located:

I hereby acknowledge that the above described improvements are owned by a tenant, and I disclaim all interest in said improvements.

Real Property Owner