

August 16, 2013

NE

Re: Project No.: Tract No.: Owner:

Enclosed please find a Right of Way plat sheet for the land that the State of Nebraska, Department of Roads requires on the above referenced project, the signed deed and a copy of the signed contract.

We are requesting your company do the following:

- Title insurance in the amount of \$0.00
- Create Deed(s) of Reconveyance, if required.
- Acquire signatures for Deed(s) of Reconveyance, if required.
- Pay any outstanding taxes.
- Record Warranty Deed and Mortgage Release.
- Deed of reconveyance(s); return originals to State.
- Distribution of funds to the proper parties; proof (copy of check) of payment sent to State.
- Issue 1099's to the proper parties as required.
- Provide State with closing statement.
- Provide State with payment status updates, in writing, every 30 days until payment to all owners is complete.

Voucher and ACH form, plus instructions for the electronic payments, are enclosed for your use. Please complete and return them to me as soon as possible.

Your statement of charges should be sent to:

ROW Division
Nebraska Dept. of Roads
1600 Highway 2
Lincoln NE 68502

If you should have any questions, please call me at 402-479-4466.

Respectfully,

Chief Negotiator
Right of Way Division

Please sign here to confirm all requests have been completed.

Date: _____