

Re: Project No.  
Project Name  
C.N.  
Tract No.  
Name

Dear \_\_\_\_\_ :

The State of Nebraska, Department of Roads, is proposing to improve \_\_\_\_\_. As a result of the improvement, the personal property located \_\_\_\_\_ will have to be moved and relocated.

The following options are for moving personal property. You must select which option you are going to use to assure prompt payment.

1. COMMERCIAL MOVE - If you elect to hire a commercial mover to move your personal property, you will be paid the actual cost of the move. The amount must be supported by receipted bills.
2. SELF MOVE - If you elect to move your personal property by yourself, without supporting receipts and bills, you will be paid \_\_\_\_\_ upon the completion of the move. This amount was based upon a move study by a qualified State Employee.

This is to inform you that you must provide us with reasonable advance notice of the date of the start of the move or disposition of the personal property. You must also supply us with a list of the items to be moved and a list of the items actually moved. In addition, you must permit us to make reasonable and timely inspections of the personal property at both the old and new locations and to monitor the move.

After you have chosen which option you want and have completed the move, your moving expense claim must be submitted in 18 months.

Included with this letter is our "Your Rights Under Title VI" brochure, which you should review at your convenience and a "Civil Rights Survey" that if you wish we would like you to complete and return in the enclosed postage paid envelope. Your completion of this survey is completely voluntary.

If you have any questions concerning the above, please contact the Right of Way Division of the Department of Roads.

Sincerely,

Roger Ripley

Chief Negotiator/Relocation Supervisor  
Right of Way Division

RR/

xc: File