

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

Dear _____ :

The State of Nebraska, Department of Roads, is proposing to improve the _____. This construction will require fee simple acquisition of the property located at _____. According to our records, you own a farm, business, non-profit organization: (name), that will be displaced by our highway improvement project.

The Relocation Assistance Office has recently completed a relocation study on this tract, and it has been determined that you are eligible for moving expenses, searching expenses, actual loss of tangible personal property and reestablishment expenses or a payment in lieu of the others. These payments are described in detail on the attached pages.

If you elect to hire a commercial mover to move your property, the actual reasonable cost of the move will be paid upon completion. Expenses must be supported by paid, receipted bills and a claim for moving expenses filed within 18 months following your move of the personal property. If you elect to move your property under the self-move method, an amount of \$ _____, based on an estimate prepared by a qualified Department employee, will be paid upon completion of the move. Again, a claim for moving expenses must be filed within 18 months following your move.

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 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 if we so desire.

In order to compute the in lieu of moving expense payment, it will be necessary for you to submit certified copies of your income tax returns for the tax reporting years of _____ and _____.

Relocation Agent presenting this letter and the attached information will provide an explanation of the above and answer any questions you may have concerning relocation assistance.

Sincerely,

Roger Ripley
Chief Negotiator/Relocation Supervisor
Right of Way Division

RR/

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