



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N642
Indianapolis, Indiana 46204-2216 (317) 232-5348 FAX: (317) 233-4929

Mitchell E. Daniels, Jr., Governor
Michael W. Reed, Commissioner

December 30, 2009

MEMORANDUM

TO: Appraisal Staff & Consultant Appraisers

THRU: Steve Penturf, Acquisition Administrator
INDOT Office of Real Estate

FROM: Dan A. Wait
INDOT Chief Appraisal Specialist

RE: INDOT Real Estate Announcement

Effective immediately; the INDOT appraisal owner contact letter from 8-20-2009 is no longer to be used. The attached revised version, dated 12-30-2009, is the letter to be used from this date forward.

DAW: daw

cc: INDOT Real Estate North Region
INDOT Real Estate Central Region
INDOT Real Estate South Region
INDOT Real Estate LaPorte District
INDOT Real Estate Fort Wayne District
INDOT Real Estate Greenfield District
INDOT Real Estate Crawfordsville District
INDOT Real Estate Vincennes District
INDOT Real Estate Seymour District
INDOT Real Estate Appraisal Consultants
Records

Attachments: Owner Contact Letter Revisions

LETTER OF OWNER CONTACT

Date:
Owner:
Address:

RE: Project:
Des No:
Parcel:
Code:
County:
Road:

Dear Property Owner:

The Indiana Department of Transportation (INDOT) is planning to improve _____
in _____ County, Indiana. In compliance with 49 CFR 24.102(b) this letter is to notify you
that I have been assigned to appraise your property as a part of the project. It is necessary for me to
visit and observe your property as part of the appraisal process. You and/or your representative are
invited to accompany me during this observation if you so desire. If you wish to establish a time for this
visit or have questions regarding the appraisal process, please contact me at the following phone
number _____ or _____ as soon
as possible to arrange a convenient time to discuss the project.

Thank you for your attention to this important matter.

Sincerely,

Name