



# OHIO DEPARTMENT OF TRANSPORTATION

CENTRAL OFFICE • 1980 WEST BROAD STREET • COLUMBUS, OH 43223  
JOHN R. KASICH, GOVERNOR • JERRY WRAY, DIRECTOR

January 10, 2012

To All,

The Office of Real Estate has completed the Acquisition Real Estate manual for the 5000 series for 2012. This Manual was completely rewritten and has been reduced in size approximately 47%. The most visible changes to the manual that have been removed are the addendums of example that were located in each section, referencing the Region Project Manager (RPM) in the manual and the redundant language used in each section of the manual.

Also, our office has provided online examples of acquisition forms for the users. These forms are available on ODOT's Real Estate form website

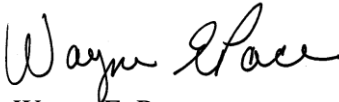
Listed below are the changes to the manual in each section:

- 5000 Section - Introduction to ODOT's Acquisition and Negotiation Policy and Procedures  
No major changes  
Section 5000.04 Acronyms section was removed
- 5100 Section - Title Reports  
No major changes  
The removal of the addendum for completed title reports.
- 5200 Section - Basic Acquisition/Negotiation Procedures  
Section 5201.02 (D) (2) (c) The requirement to meet personally with the owner has changed.  
Section 5206.02 The Administrative Settlement on a per ownership basis has changed from \$10,000 or 10% over the FMVE to \$20,000 or 20% over the FMVE. Also the District Office has the discretion to allow the negotiator to verbally accept counteroffers of \$1,000 instead of \$500.  
Addendum section was removed.
- 5300 Section - Special Acquisition Procedures  
Remove all references of Region Project Manager  
Section 5312 A complete rewrite of the section on Encroachment  
Section 5314 Vacation of Rights of Way is removed from the Acquisition Manual and is located in the 7400 section (Property Management)  
Section 5323 Life of Estate is a complete rewrite.  
Addendum section was removed.

- 5400 Section - Preparation and Execution of Instruments  
No major changes  
All statements referencing the Office of Production are removed.
- 5500 Section – Appropriation  
No major changes  
Remove language about Region offices.
- 5600 Section - Real Estate Taxes  
No major changes  
Addendum section was removed.
- 5700 Section - Closing of Right of Way Purchases  
Addendum section was removed.

I would like to take this opportunity to thank the District Real Estate Administrators, Central Office staff and Consultants for their valuable input to the Acquisition Real Estate manual. Should you have any questions, please contact Wayne Pace at 614-995-3541.

Respectfully,

A handwritten signature in cursive script that reads "Wayne E. Pace".

Wayne E. Pace,  
Acquisition Unit Manager