

**OFFICE COMMUNICATION**

**OFFICE OF REAL ESTATE**

April 13, 2007

Effective as of April 13, 2007, the existing procedures for the Summary Statement-Offer Letter have been amended. The procedure change no longer mandates an entry of zero

( 0 ) into the Damage line or the Temporary Construction Easement line.

The procedure for the Summary Statement-Offer Letter is Section 5202.05 of the Real Estate Manual. Currently, Section 5202.05 ( C ) (4) requires the person preparing the offer to allocate compensation as follows:

Real Property To Be Acquired:..... (Insert \$ amount)

Damages (if any) To The Part Not Acquired:..... (Insert \$ amount)

Temporary Construction Easement: ..... (Insert \$ amount)

Total F.M.V.E. .... (Insert \$ amount)

The current procedure requires an entry of zero ( 0 ) into the "Damage" line or the "Temporary Construction Easement" line if there is no allocation for these items when FMVE was established.

The procedure change no longer mandates an entry of zero ( 0 ) into the "Damage" line or the "Temporary Construction Easement" line. If damages are not allocated, the entire "Damage" line may be deleted. If the plans do not require a temporary construction easement, the entire line may be deleted.

In all acquisitions, there will always be a line for "Real Property To Be Acquired" and there will always be a line for "Total FMVE". Therefore, there must always be an amount inserted into these lines and these lines may never be deleted. Further, negotiators preparing the Summary Statement-Offer Letter may not waiver from the "phrases" used in these procedures. For example, the phrase "Real Property" may not be substituted for the mandated phrase of "Real Property To Be Acquired".

Questions pertaining to this procedural change may be directed to Wayne Pace, Manager of the Acquisition Unit, Office of Real Estate: Telephone (614) 995-3541; email [Wayne.Pace@dot.state.oh.us](mailto:Wayne.Pace@dot.state.oh.us) .

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April 13, 2007

Effective as of April 13, 2007, the existing procedures in Section 5101.02 (D), Section 5201.03 (D) and Section 5401.01 (E)(1)(a) of the Real Estate Manual requiring staff personnel of ODOT to access acquisition and instrument forms through the "O" drive have been changed. The new procedure deletes all forms from the "O" drive and requires everyone to access acquisition and instrument forms from the Office of Real Estate web page.

To access the acquisition forms from the Office of Real Estate web page:

1. Go to the Ohio Department of Transportation web page which is:

<http://www.dot.state.oh.us/>

ODOT staff personnel may access the web page from their intranet.

2. Find and select "Real Estate".

3. Go to the left scroll bar and scroll down and select "Forms".

4. Go to the right scroll bar and scroll down and select "Acquisition Forms".

Questions pertaining to this procedural change may be directed to Wayne Pace, Manager of the Acquisition Unit, Office of Real Estate: Telephone (614) 995-3541; email [Wayne.Pace@dot.state.oh.us](mailto:Wayne.Pace@dot.state.oh.us) .

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