Rev. 01/2010

**DONATION LETTER**

Click or tap to enter a date.

[Insert Owner's Name(s)]

[Insert Address]

[Insert Cty/St/Zip]

Re: [Insert C/R/S]

 [Insert Parcel No.] - Suffix

 [Insert Pid]

Dear [Insert Owner's Name(s)]:

Your real property is needed by the Ohio Department of Transportation (ODOT) for a transportation improvement project. As such, you are hereby advised that you have the right to have your property appraised by a competent appraiser and you have the right to accompany the appraiser on the inspection of your property. You have the right to be provided a written offer for the full amount of the fair market value as determined by the agency based upon the appraisal. You have the right to negotiate with the agency and if an acceptable agreement cannot be reached, the right to have the value determined by a court of law. You also have the right to be paid the full amount of the fair market value before being required to surrender possession of your property. Notwithstanding these rights, we understand you are willing to waive all or any part of your rights noted and willingly agree to donate the property needed for the transportation project. The property is described in the attached Exhibit A which is incorporated herein.

Please be advised that if you desire to use the donation for a tax deduction, you should seek advice from the Internal Revenue Service or a tax expert regarding the current rules for appraisal valuation.

*[****Explanation****: An owner can donate all or part of the real estate needed for the project. If the owner is only willing to donate a part of the real estate needed, the negotiator must describe that which the owner is willing to donate and that which the owner desires to receive just compensation for within item (1) below.*

*The owner may desire to donate, but may still want an appraisal. If the owner does not desire to waive the appraisal, the negotiator must explain that an appraisal report was prepared and presented to the owner within item (2) below. These explanations provide guidance to the preparer and are to be deleted from the letter provided to the owner.]*

The undersigned hereby acknowledges that he/she has been fully advised by an ODOT representative of his/her rights reflected above and agrees to: (1) Waive the right to receive just compensation for the property, (2) Release ODOT from obtaining an appraisal of the acquired property and (3) Execute the necessary conveyance instrument to transfer said property to ODOT.

Respectfully,

*[Signature of ODOT Agent - Delete this instruction from final version]*

[Insert Typed Name of ODOT Agent]

Property owner signature Date

Print name

Property owner signature Date

Print name