

presented to the Displaced Person for signature. The contents of the billing package for fixed payment self- move are:

- A. One copy of W-9 & Vendor Information Form, as applicable. ✓
- B. Original Moving Claim (RE-617). ✓
- C. One copy of the Site Occupant Qualification Record (RE-610). ✓
- D. One copy of the Residential Move Record (RE-613). ✓
- E. One copy of the Move Authorization Letter. ✓
- F. One copy of the Inventory Classification Form (RE-95). ✓
- G. One copy of the Agent's Notes starting on the date of the last billing package ✓ submission to the current date (must be typed). If this is the first billing package, the notes from the pre- acquisition survey forward are required.
- H. One copy of any miscellaneous documentation or memos to file in support of the payment, as applicable. ✓ MEMO

### **6402.07 Post-move Inspection - Fixed Payment Self Move**

A post-move inspection is required on all moves. It is required that all items of personal property must be moved. In addition, all trash and rubbish should be removed and disposed of in a proper manner. In other words, the displacement site shall be "broom clean." It is the Agent's responsibility to communicate these requirements to the Displaced Person. A move reimbursement check shall not be released to the Displaced Person until after a successful post-move inspection.

In unique situations, the District Real Estate Administrator, or in the case of a LPA, the Agency's authorized representative, may allow any remaining, non-hazardous personal property items at the subject property to be abandoned. If abandoned, ODOT, or in the case of a LPA, the Agency's authorized representative, will dispose of these items in a time and manner of its choosing. If approved by the District Real Estate Administrator, ODOT's Letter of Abandonment (RE-AB) should be utilized to document items that are to remain on ODOT's property. If approved by an LPA, the LPA -RE-AB Letter of Abandonment shall be utilized. This letter will itemize the items to remain and include an attachment of photos.

In very unique situations, a portion of the fixed payment self move funds may be released prior to completion of the move if the move would cause a financial hardship on the Displaced Person. Every determination of financial hardship will be made by the District Real Estate Administrator and their written approval must be secured prior to releasing any funds in advance of a post-move inspection. For example, you may need to advance bill a portion of the approved move amount to cover the cost of renting a moving truck and gas if the Displaced Person cannot pay for these expenses prior to reimbursement.

### **6402.08 Delivery of the Warrant - Fixed Payment Self Move**

The delivery of warrants shall be properly documented. This may be accomplished by either of the following methods:

- A. Hand delivering the warrant personally to the Displaced Person. The warrant shall be photocopied and the Displaced Person shall sign and date the photocopy noting the date the warrant was received.
- B. A warrant may be mailed to a Displaced Person, along with a letter explaining the purpose of the warrant. This shall be sent by certified mail, return receipt requested. The return receipt shall be placed in the relocation file as proof of payment.