

Heim, Kimber

From: Moorman, Patty
Sent: Friday, June 7, 2024 1:01 PM
To: Wooldridge, John; Heim, Kimber
Cc: Morgan, Douglas; Gilmore, Drew
Subject: RE: MUS-376-5.09 PID 115989

The warrant can be released to the owner so we can take possession. I THINK the site is almost broom clean from Kimber's email.

The move authorization letters have not yet been provided.

I am waiting on revised documentation for the tenant occupants to approve the move. We know it will be \$1000, so I could approve the claim if you assure me the paperwork will get corrected that I have requested. There is documentation that has discrepancies in the number of payrooms. We agreed it is 3 but the RE613 still says 4. Memo to file says 3 and amount is equal to 3 on the claim. I have been requesting the corrections for a while.

For the father/tenant, there is a lot of documentation I do not yet have on this parcel for the move. I know the amount but, again, I do not have the supporting documentation. The amount is \$800. The move has not been authorized, but I think his personal property is almost all moved, per Kimber. The father wants payment assigned to the son. Without the assignment of warrant and supporting documentation you should not be billing for this amount. Again, can he finish his move so you can take possession and we follow up with the billing when the documentation is ready? Yes.

The final RSP cannot be calculated and a claim prepared until we have a copy of the lease, which we do not.

Can they move without all of this? Yes, and I think they already have. The file is noncompliant, but yes, they can move and not jeopardize their move payment. Can you release the monies to the owner and take possession? Yes, when you are willing to accept what may be left on site and abandoned.

I am technically off this afternoon with personal appts, in an all day event tomorrow and heading to VA in the evening. I always seem to get information on a Friday afternoon and it is a rush. However, I will check my email. If I have a corrected claim for Thomas Jr for his move; a claim form for Thomas Sr. with an assignment of warrant I will approve them so you can submit for payment. If I have a copy of the lease and the HUD utility sheets and info on the utilities in the replacement, I can assist in calculating the replacement RSP. The replacement also needs a DS&S inspection, which has not been done. On Monday I am in meetings back to back all day.

Patty Moorman

Relocation Unit Manager

ODOT Office of Real Estate, MS 4120
1980 W. Broad St., Columbus, OH 43223
Cell 1-419-551-8716
Patty.Moorman@dot.ohio.gov



Department of Transportation

From: Wooldridge, John <John.Wooldridge@dot.ohio.gov>

Sent: Friday, June 7, 2024 9:02 AM

To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>; Moorman, Patty <Patty.Moorman@dot.ohio.gov>

Cc: Morgan, Douglas <Doug.Morgan@dot.ohio.gov>; Gilmore, Drew <drew.gilmore@dot.ohio.gov>

Subject: FW: MUS-376-5.09 PID 115989

Hi Kimber and Patty,

What can I do to help expedite possession and clearance of this project? Our geotechnical team needs to get on site, but we need clear possession for it (because they will do substantial damage to the property). I do understand that some paperwork is needed (thank you Kimber for the updates).

- I am willing to authorize releasing the acquisition check (that is all that is needed for ownership as the warrant was help per Patty's request).
- I can authorize an abandonment letter if we are having trouble getting the last of the 'trash' out of there (I am not in favor because of issues disposing of contaminants like paint, tires, and truck).
- I am OK with a combination move if needed to help remove unwanted materials (pay a trash service).
- Can I assist with the issuance of the RE-606 (R) or RE-606 PP(R) Move Authorization letters (by approving mailout of letter)?
- Is there anything else I am able to help with, authorize, or assist with?

Please let me know if you are OK with allowing closing (release of warrant) and what I can do to aide with the relocation. I will need all the paperwork completed to a compliant level for the certification of R/W, but that can likely be done after we get clear possession if it is holding us up.

Thank you for letting me know how I can help. Thank you for your efforts to help get this parcel cleared.

Respectfully,

John R. Wooldridge
Real Estate Administrator
ODOT District 5

9600 Jacksontown Road

Jacksontown, Ohio 43030

D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



Department of
Transportation

From: Painter, Philip <Paul.Painter@dot.ohio.gov>

Sent: Friday, June 7, 2024 8:42 AM

To: Wooldridge, John <John.Wooldridge@dot.ohio.gov>; Valentine, Phillip <Phil.Valentine@dot.ohio.gov>; Riffle, Douglas <Douglas.Riffle@dot.ohio.gov>; Heim, Kimber <Kimber.Heim@dot.ohio.gov>; Morgan, Douglas <Doug.Morgan@dot.ohio.gov>

Cc: Motschenbacher, Gaven <Gaven.Motschenbacher@dot.ohio.gov>; Jalbrzikowski, Andrew <Andrew.Jalbrzikowski@dot.ohio.gov>; Chudzik, Andrew <Andrew.Chudzik@dot.ohio.gov>; Taliaferro, Stephen <Stephen.Taliaferro@dot.ohio.gov>

Subject: RE: MUS-376-5.09 PID 115989

Mr. Wooldridge,

Thank you for the update. We will postpone until ODOT had possession of the property so that we do not restrict access to the tenants.

P. Paul Painter

Assistant Administrator – Exploration and Lab

(p) 614.351-2867

From: Wooldridge, John <John.Wooldridge@dot.ohio.gov>

Sent: Friday, June 7, 2024 8:40 AM

To: Painter, Philip <Paul.Painter@dot.ohio.gov>; Valentine, Phillip <Phil.Valentine@dot.ohio.gov>; Riffle, Douglas <Douglas.Riffle@dot.ohio.gov>; Heim, Kimber <Kimber.Heim@dot.ohio.gov>; Morgan, Douglas <Doug.Morgan@dot.ohio.gov>

Cc: Motschenbacher, Gaven <Gaven.Motschenbacher@dot.ohio.gov>; Jalbrzikowski, Andrew <Andrew.Jalbrzikowski@dot.ohio.gov>; Chudzik, Andrew <Andrew.Chudzik@dot.ohio.gov>; Taliaferro, Stephen <Stephen.Taliaferro@dot.ohio.gov>

Subject: RE: MUS-376-5.09 PID 115989

Hello Paul,

I apologize if the team was misinformed. ODOT has not yet taken possession of the property. We have not closed or recorded with owner, and the prior tenant(s) are not yet finished moving all their personal belongings. The referenced truck is not ODOT's and will need to be removed by the owner. I will ask our real estate team to finish the project ASAP. I do apologize that it is not as quick a process as we hoped for. We will let the team know as soon as it is all clear and within ODOT's possession. Thank you!

Respectfully,

John R. Wooldridge

Real Estate Administrator

ODOT District 5

9600 Jacksontown Road

Jacksontown, Ohio 43030

D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



**Department of
Transportation**

Heim, Kimber

From: Moorman, Patty
Sent: Thursday, May 30, 2024 8:21 AM
To: Heim, Kimber
Cc: Wooldridge, John
Subject: RE: 010 1 Thomas Jr MUS 376 115989

Kimber

Here is a chain of emails that outlines what you need for these parcels so that you can send the move authorization letter.

Patty Moorman

Relocation Unit Manager

ODOT Office of Real Estate, MS 4120
1980 W. Broad St., Columbus, OH 43223
Cell 1-419-551-8716
Patty.Moorman@dot.ohio.gov



**Department of
Transportation**

From: Moorman, Patty
Sent: Wednesday, May 15, 2024 3:52 PM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Subject: RE: 010 1 Thomas Jr FAI 33 115989

You need the dumpster firm quote to move forward. The move authorization letter is not issued until I have everything from you required for the move cost and I provide you with my approval. The list of what I need to see is in the manual under the fixed move schedule billing package.

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Relocation Unit Manager

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Department of Transportation

From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Wednesday, May 15, 2024 3:35 PM
To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Subject: RE: 010 1 Thomas Jr FAI 33 115989

Afternoon Patty:

I am trying to get the quote for the dumpster and the lease for the replacement site.

I have prepared another page for the dumpster itself, but have no \$\$\$ to fill in yet.

Working on the photos and pay rooms distinction you requested.

Once I complete the pay rooms as requested, can I move forward with the Move Authorization letter or do I need to get the information from the dumpster quote/invoice first?

Kimber L. Heim
Realty Specialist Manager
ODOT – District 5
9600 Jacksontown Road
Jacksontown, OH 43030
Ph: 740-323-5422 (direct) Cell: 740-814-0708
FAX: 740-323-5125



OHIO DEPARTMENT OF
TRANSPORTATION

From: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Sent: Friday, May 10, 2024 9:15 AM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Subject: RE: 010 1 Thomas Jr FAI 33 115989

For the Move, I see you do have the workbook page for the FMS. However, you will need to add in the dumpster costs to this under the contract section so that it shows the full benefit for them. Do you have in writing the cost for the dumpster? You need that. If you can get that by email, and it says firm, then you can go with it, as far as authorizing, but you need more for the claim. For the dumpster, you need the assignment of warrant also. You can authorize with the firm estimate, but cannot do the claim without the final invoice and assignment.

I am okay if you go with three payrooms, but it needs better documentation with the photos and the memo needs to spell out the amount.

For the RSP, see below. You cannot move forward with the claim without the required documentation. I assume you do not yet have a copy of the new lease? Until you do, you cannot move forward with a claim.

6603.09 Billing Package- Owner Occupant of Less than 90 Days or Tenant Occupant Who Rents

- A. The complete billing package must be approved by the Relocation Reviewer prior to the Residential Claim Form (RE-617) being presented to the Displaced Person for signature. The contents of the billing package for a replacement housing payment are:
1. W-9 Form and Vendor Information Form (VIF), as applicable.
 2. Original and one copy of the Residential Claim form (RE-617).
 3. One copy of the Residential Site Occupant Relocation Record form (RE-610).
 4. One copy of the Relocation Comparables and Additive Computation form (RE-611) plus the Utility Allowance Schedule for the site and comparables.
 5. One copy of the RE 607 with attached, signed and dated lease or three rent receipts for the acquired site and one rent receipt for the replacement site, plus the Utility Allowance Schedule for the replacement site.
 6. One copy of the Economic Rent, if applicable, including:
 - a. One copy of the documentation to support all figures used in the Economic Rent computation.
 7. One copy of the Tenant Income Verification form (RE-604) if the 30% of income approach is applicable. Include a copy of the appropriate U.S. Department of Housing and Urban Development's Annual Survey of Income Limits for the Public Housing and Section 8 Programs web page highlighted for the project area.
 8. One copy of the Decent, Safe and Sanitary Certification form (RE-616).
 9. One copy of the Relocation Offer Letter/90-Day Notice Letter (RE-O or RE-T).
 10. One copy of the memo to file on a request for Last Resort Housing, if applicable.
 11. One copy of the memo to file on a request for the use of Less than Three Comparables, if applicable.
 12. One copy of the Assignment Letter when payment is to be made to a third party. The assignment must be signed and dated by both the Displaced Person and the Assignee. The Assignee's tax identification number should also appear on this form.
 13. One copy of any Appeal Letter and related documentation, if applicable.
 14. One copy of the Relocation Agent's typed notes (RE-615).
 15. One copy of any miscellaneous documentation or memos to file in support of payments, as applicable

From: Moorman, Patty <Patty.Moorman@dot.ohio.gov>

Sent: Friday, May 10, 2024 9:04 AM

To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>

Subject: RE: 010 1 Thomas Jr FAI 33 115989

I just saw the second email, which has more stuff, so let me take a look....

From: Moorman, Patty
Sent: Friday, May 10, 2024 9:03 AM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Subject: RE: 010 1 Thomas Jr FAI 33 115989

You did a pretty good job on that memo to file, but your submittal needs more work before it is ready to be approved. I know you are in a rush to authorize the move, but its important to have all the paperwork in order, actually a requirement, before you can do that. And we both know they will go ahead and move regardless of whether you authorize them as they have already been doing that.

First, I thought we agreed to two rooms and a dumpster since they will be putting a lot in the dumpster? You need better photos. Can you pull in photos from what we took before. These are so dark, they do not show what is really there. Plus, since they have already moved some items, the older photos may serve better. I would keep some of these new ones in there though as they show the current condition. There should be lots of earlier photos to add. Probably already labeled. I would add in your memo about the condition of the house, porch having fallen in, no electric or heat, etc, And you need some phots of the stuff outside also as the dumpster is for cleaning up the outside debris as well. Do you have the costs for the dumpster? The memo should state the costs, not just the number of rooms and a dumpster. If it is two rooms, you then need to state the amount in dollars you are seeking approval for, and same with the dumpster. I know they want to move this weekend, but you are not ready to issue the move authorization letter until you have the firm price on the dumpster. I know you are in a rush, but below is what you need to have ready and send to me for approval.

6402.06 Billing Package - Fixed Payment Self Move

Once the Move Authorization Letter has been sent, the Relocation Agent shall immediately prepare the billing package for move reimbursement. The complete billing package must be approved by the Relocation Reviewer prior to the Moving Claim Form (RE-617) being 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.

The RE-610 needs acquisition info entered into it-date contract signed, and check to see if there are any other boxes you missed. You need to send the workbook page that shows the fixed move schedule calculation. You need to prepare your draft of the move authorization letter. You need to have the firm cost estimate from the dumpster company. You need to include you up to date notes.

Patty Moorman

Relocation Unit Manager

ODOT Office of Real Estate, MS 4120
1980 W. Broad St., Columbus, OH 43223
Cell 1-419-551-8716
Patty.Moorman@dot.ohio.gov



**Department of
Transportation**

From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Thursday, May 9, 2024 3:07 PM
To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Subject: 115989

Morning:

Sent you over the memo, photos, and the other documents and forms I thought would be helpful. Please let me know what corrections, revisions, changes need to be completed.

Thomas Jr. called me this morning and they would like to move this weekend. I told him I need to accompany to ensure all personal property is removed. The dumpster company said they could drop a dumpster today or tomorrow. Just to make sure no violations, I do or do not have to supervise the move out?

Kimber L. Heim

Realty Specialist Manager
ODOT – District 5
9600 Jacksontown Road
Jacksontown, OH 43030
Ph: 740-323-5422 (direct) Cell: 740-814-0708
FAX: 740-323-5125



**OHIO DEPARTMENT OF
TRANSPORTATION**

Heim, Kimber

From: Wooldridge, John
Sent: Friday, May 24, 2024 11:17 AM
To: Moorman, Patty; Heim, Kimber
Subject: RE: 010 1 Thomas Jr FAI 33 115989

Thanks Patty,

I appreciate the updates. We will try to get the parcel done ASAP given the schedule. FYI, Kimber is off until Tuesday. Thanks for the notice.

Hi Kimber:

To the extent possible, can you prioritize 115989 relocation next week? With Fiscal Shutdown, Patty's upcoming vacation, and the \$35,000 acquisition warrant being held for relocation to complete; I think we really need to focus on wrapping up this 115989. Let me know if I or staff can do anything to help get the move cost, authorization, and claims completed next week. We can extend other due dates and delay other assignments to accommodate 115989. Thank you.

Hope you both have a Happy Memorial Day Weekend. Thanks!

Respectfully,

John R. Wooldridge
Real Estate Administrator
ODOT District 5

9600 Jacksontown Road
Jacksontown, Ohio 43030

D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



**Department of
Transportation**

From: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Sent: Friday, May 24, 2024 10:29 AM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Cc: Wooldridge, John <John.Wooldridge@dot.ohio.gov>
Subject: RE: 010 1 Thomas Jr FAI 33 115989

The notes are ONLY the preacq notes. You need to add to them all of your contacts.

From: Moorman, Patty
Sent: Friday, May 24, 2024 10:28 AM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Cc: Wooldridge, John <John.Wooldridge@dot.ohio.gov>
Subject: RE: 010 1 Thomas Jr FAI 33 115989

Kimber,

As we discussed, attached are revised notes for Thomas Sr. These were written for Charlie. I revised to fit Thomas Sr. Change the parcel designation to 010-1P.

Patty Moorman

Relocation Unit Manager

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1980 W. Broad St., Columbus, OH 43223
Cell 1-419-551-8716
Patty.Moorman@dot.ohio.gov



**Department of
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From: Moorman, Patty
Sent: Friday, May 24, 2024 9:49 AM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Cc: Wooldridge, John <John.Wooldridge@dot.ohio.gov>
Subject: RE: 010 1 Thomas Jr FAI 33 115989

Kimber,

FYI-I will be out of the office beginning June 12th through July 10th. I will need to receive any revisions, claims, determinations on this project next week or you will have to wait until I return.

Patty Moorman

Relocation Unit Manager

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To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
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Got it, I thought I had to wait.

I am going to go by Jr's house tomorrow while I am in Zanesville tomorrow.

Kimber L. Heim

Realty Specialist Manager
ODOT – District 5
9600 Jacksontown Road
Jacksontown, OH 43030
Ph: 740-323-5422 (direct) Cell: 740-814-0708
FAX: 740-323-5125



From: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Sent: Wednesday, May 15, 2024 3:52 PM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
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You need the dumpster firm quote to move forward. The move authorization letter is not issued until I have everything from you required for the move cost and I provide you with my approval. The list of what I need to see is in the manual under the fixed move schedule billing package.

Patty Moorman

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Sent: Friday, May 10, 2024 9:04 AM

To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>

Subject: RE: 010 1 Thomas Jr FAI 33 115989

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6402.06 Billing Package - Fixed Payment Self Move

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- A. One copy of W-9 & Vendor Information Form, as applicable.
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- C. One copy of the Site Occupant Qualification Record (RE-610).
- D. One copy of the Residential Move Record (RE-613).
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- 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.

The RE-610 needs acquisition info entered into it-date contract signed, and check to see if there are any other boxes you missed. You need to send the workbook page that shows the fixed move schedule calculation. You need to prepare your draft of the move authorization letter. You need to have the firm cost estimate from the dumpster company. You need to include you up to date notes.

Patty Moorman

Relocation Unit Manager

ODOT Office of Real Estate, MS 4120
1980 W. Broad St., Columbus, OH 43223
Cell 1-419-551-8716
Patty.Moorman@dot.ohio.gov



**Department of
Transportation**

From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Thursday, May 9, 2024 3:07 PM
To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Subject: 115989

Morning:

Sent you over the memo, photos, and the other documents and forms I thought would be helpful. Please let me know what corrections, revisions, changes need to be completed.

Thomas Jr. called me this morning and they would like to move this weekend. I told him I need to accompany to ensure all personal property is removed. The dumpster company said they could drop a dumpster today or tomorrow. Just to make sure no violations, I do or do not have to supervise the move out?

Kimber L. Heim
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Jacksontown, OH 43030
Ph: 740-323-5422 (direct) Cell: 740-814-0708
FAX: 740-323-5125



Heim, Kimber

From: Moorman, Patty
Sent: Friday, May 10, 2024 9:15 AM
To: Heim, Kimber
Subject: RE: 010 1 Thomas Jr FAI 33 115989

For the Move, I see you do have the workbook page for the FMS. However, you will need to add in the dumpster costs to this under the contract section so that it shows the full benefit for them. Do you have in writing the cost for the dumpster? You need that. If you can get that by email, and it says firm, then you can go with it, as far as authorizing, but you need more for the claim. For the dumpster, you need the assignment of warrant also. You can authorize with the firm estimate, but cannot do the claim without the final invoice and assignment.

I am okay if you go with three payrooms, but it needs better documentation with the photos and the memo needs to spell out the amount.

For the RSP, see below. You cannot move forward with the claim without the required documentation. I assume you do not yet have a copy of the new lease? Until you do, you cannot move forward with a claim.

6603.09 Billing Package- Owner Occupant of Less than 90 Days or Tenant Occupant Who Rents

- A. The complete billing package must be approved by the Relocation Reviewer prior to the Residential Claim Form (RE-617) being presented to the Displaced Person for signature. The contents of the billing package for a replacement housing payment are:
1. W-9 Form and Vendor Information Form (VIF), as applicable.
 2. Original and one copy of the Residential Claim form (RE-617).
 3. One copy of the Residential Site Occupant Relocation Record form (RE-610).
 4. One copy of the Relocation Comparables and Additive Computation form (RE-611) plus the Utility Allowance Schedule for the site and comparables.
 5. One copy of the RE 607 with attached, signed and dated lease or three rent receipts for the acquired site and one rent receipt for the replacement site, plus the Utility Allowance Schedule for the replacement site.
 6. One copy of the Economic Rent, if applicable, including:
 - a. One copy of the documentation to support all figures used in the Economic Rent computation.
 7. One copy of the Tenant Income Verification form (RE-604) if the 30% of income approach is applicable. Include a copy of the appropriate U.S. Department of Housing and Urban Development's Annual Survey of Income Limits for the Public Housing and Section 8 Programs web page highlighted for the project area.
 8. One copy of the Decent, Safe and Sanitary Certification form (RE-616).
 9. One copy of the Relocation Offer Letter/90-Day Notice Letter (RE-O or RE-T).
 10. One copy of the memo to file on a request for Last Resort Housing, if applicable.
 11. One copy of the memo to file on a request for the use of Less than Three Comparables, if applicable.

12. One copy of the Assignment Letter when payment is to be made to a third party. The assignment must be signed and dated by both the Displaced Person and the Assignee. The Assignee's tax identification number should also appear on this form.
13. One copy of any Appeal Letter and related documentation, if applicable.
14. One copy of the Relocation Agent's typed notes (RE-615).
15. One copy of any miscellaneous documentation or memos to file in support of payments, as applicable

From: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Sent: Friday, May 10, 2024 9:04 AM
To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Subject: RE: 010 1 Thomas Jr FAI 33 115989

I just saw the second email, which has more stuff, so let me take a look....

From: Moorman, Patty
Sent: Friday, May 10, 2024 9:03 AM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Subject: RE: 010 1 Thomas Jr FAI 33 115989

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