

MISSOURI DEPARTMENT OF TRANSPORTATION  
 RIGHT OF WAY DIVISION  
**MOVING COST AGREEMENT - ACTUAL COST SELF-MOVE -  
 NON-RESIDENTIAL - ESTIMATES AVAILABLE**

JOB NUMBER
FEDERAL NUMBER

COUNTY	ROUTE	PARCEL
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RELOCATEE (S)

PRESENT ADDRESS

NEW ADDRESS

DISPLACEMENT <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL	<input type="checkbox"/> BUSINESS <input type="checkbox"/> NONPROFIT ORGANIZATION	<input type="checkbox"/> FARM	AGREEMENT COVERS <input type="checkbox"/> TOTAL MOVE <input type="checkbox"/> PARTIAL MOVE
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We are attaching duplicate copies of \_\_\_\_\_ estimates of the cost of moving our personal property, as necessitated by the acquisition of right of way by your department for the above highway project.

(If only a part of the total personal property to be moved is covered by this agreement, see attached sheet for inventory of items involved.)

As you will note, the lowest estimate is \$ \_\_\_\_\_. Please advise us whether or not you agree this amount will be acceptable as our moving cost payment provided there is no significant reduction in the personal property listed in our post-move inventory of items actually moved as compared to the pre-move inventory on which the above estimate was based.

If there is a significant reduction in the personal property listed in our post-move inventory, as compared to our pre-move inventory, we understand this agreement will be voided and our payment will be based on a negotiated amount which cannot exceed the charge that would have been made by a commercial moving company for conducting our actual move.

It is also our understanding any reasonable (documented) incidental moving costs, which are available for reimbursement under the Missouri Department of Transportation's Relocation Program, will be paid to us in addition to the above amount.

We further understand we must provide your office at least five working days' advance written notice prior to commencing our move unless this requirement is specifically waived in the department's acknowledgements on the bottom of this agreement.

We also understand our payment will be prorated and reduced, if we move more than 50 miles, to the cost that would have been applicable to a 50-mile distance.

The undersigned hereby certifies to being a U.S. citizen or an alien that is lawfully present in the U.S.

SIGNATURE (S)	DATE
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To be signed by proper authorized official of displaced business, farm operation or nonprofit organization. See Note in subparagraph 8-7.9 (b)(1), page 34, if relocatee is to be reimbursed for supervisory costs.

**TO BE COMPLETED BY THE MISSOURI DEPARTMENT OF TRANSPORTATION**

We will approve a moving cost claim submitted by you, after your move has been completed (provided you are eligible to receive payment for such moving costs under State and Federal regulations) for \$ \_\_\_\_\_ if there is no significant reduction in the personal property listed in your post-move inventory of items actually moved as compared to your pre-move inventory on which the above amount was based. (We agree insignificant inventory changes will not affect the above approved figure.)

We also agree that in the event there is a significant reduction in the personal property listed in your post-move inventory, as compared to your pre-move inventory, this agreement will be null and void and your payment will be based on a negotiated amount that cannot exceed the charge that would have been made by a commercial moving company for conducting your actual move.

We will pay, in addition to this amount, any reasonable (documented) incidental moving costs which you are eligible to receive under the Relocation Program.

Please remember your moving cost claim must be submitted to the department for payment (on a Missouri Department of Transportation Claim Form) within 18 months after the date your move is completed, or within 18 months after the department makes final payment for the property from which you are being displaced, whichever is later.

FIVE DAYS' NOTICE: (Check one)

Please understand it is a specific eligibility requirement that you provide the department at least five days' advance written notice prior to commencing your move. Failure to do so may forfeit your eligibility for a moving cost payment.

The requirement that you provide the department five days' advance written notice prior to commencing your move has been waived.

SIGNATURE	TITLE	DATE
	DISTRICT ENGINEER	

**DISTRICTS:** Keep in mind the "five days" advance written notice period is flexible and can be extended or reduced by the district as necessary to fit a particular situation.