

MISSOURI DEPARTMENT OF TRANSPORTATION
 RIGHT OF WAY DIVISION
**MOVING COST AGREEMENT - ACTUAL COST - COMMERCIAL OR SELF-
 MOVE - NON-RESIDENTIAL - BIDS AND/OR ESTIMATES NOT AVAILABLE**

			JOB NUMBER
COUNTY	ROUTE	PARCEL	FEDERAL NUMBER
RELOCATEE(S)			
PRESENT ADDRESS			
NEW ADDRESS			
DISPLACEMENT <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL		<input type="checkbox"/> BUSINESS NONPROFIT ORGANIZATION <input type="checkbox"/> FARM	
		AGREEMENT COVERS <input type="checkbox"/> TOTAL MOVE <input type="checkbox"/> PARTIAL MOVE	

Due to the fact that it is not reasonably possible to obtain required moving cost bids and/or estimates from commercial moving companies for moving our personal property, as necessitated by the acquisition of right of way by your department for the above highway project, we ask that you confirm your verbal agreement to reimburse us for the actual reasonable and documented cost we will experience in conducting the move.

(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.)

We specifically understand and agree to be eligible for a moving cost payment the following documentation must be accumulated by us and made available for audit by Missouri Department of Transportation representatives:

1. a certified pre-move inventory of the items of personal property to be moved,
2. money paid to others - invoices and cancelled checks covering the expenditures,
3. money paid to employees - time and salary records and payroll checks,
4. money paid in "fringe benefits" to employees - accounting records which document the expenditures,
5. money paid for supplies - invoices, cancelled checks and/or other accounting records covering the expenditures,
6. charges for our equipment used in the move - time use records and use rate computations,
7. owner's time chargeable to move - time records and support for rate per hour,
8. any other necessary expense - invoices, cancelled checks and/or other accounting records covering the expenditure,
9. a certified inventory of the items of personal property that we actually moved.

We also understand any deviations in the above required documentation must be approved by the Missouri Department of Transportation prior to conducting the move.

We further understand and agree any cost item involved in our claim that is not properly documented will be deducted from our payment.

We further understand we must provide your office at least five days' advance written notice prior to commencing our move unless this requirement is specifically waived in the department's acknowledgments 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 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 the actual and reasonable cost you experience in conducting your move provided you furnish acceptable documentation as set out in your portion of this agreement and any other reasonable documentation that is necessary to support reimbursable expenditures included in your claim.

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, if you are an owner, 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 DISTRICT ENGINEER	DATE
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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.