

Index

A

Abandonments and relinquishments	7.600
Abbreviated appraisal	4.535
Access considerations	3.580, 4.480
See also PD-03 “ <i>Project Development Access Management Subteams</i> ”	
Access and access control definition	see Glossary
Access control form	5.420
Access control policy for ODOT	3.610
Access list	3.600 , 3.610
Access Management Sub-team	3.610
Access modification during negotiations	5.555
Access remedies under OAR 731-051-0500	4.481 , 12.320
Grants of access	9.640
Indentures of access	9.645
Legal authority for controlling access (OAR 734-051)	3.610
Acquisition	Chapter 5
Acquisition of federal-owned land	7.400
Acquisition of improvements and fixtures	5.155
Acquisition of tenant-owned improvements	5.480
Acquisition packet	5.405
Acquisition schedules	5.375
Acquisitions conducted from headquarters	5.635
Acquisitions in advance of project authorization	5.180
Advance acquisition	5.360
federal authorization in advanced acquisition	12.320
types of advanced acquisitions	5.365 , 5.370
Actual cost moving expenses	6.805
Adjustment for utilities	6.742
Administrative Determination of Just Compensation	4.545
Use in Condemnation	5.345 , 5.665
Standards	4.545
Administrative minimum payment procedure	5.335
Administrative settlements	5.565
Definition	see Glossary
Approval authority limits	5.591
Advance acquisition	3.710 , 5.360

Advance payments and assignments of relocation benefits	6.165 , 6.390 , 6.392 , 6.395
Advisory assistance	6.130 , 6.355
Benefit description	6.360
Claiming advisory assistance	6.370
Eligibility	6.365
Aliens not lawfully present in the U.S.	6.413
Alternate Dispute Resolution	Chapter 8
Alternate Dispute Resolution Coordinator	8.415
Program	8.400
Appeals in Relocation	6.925
Notice of denial of claim	6.410
Appraisal	Chapter 4
Accurate Appraisal Information	4.515
Appraisal assignments and specifications	4.560
Opportunity to accompany	4.140
Property inspection	4.510
Use of staff and fee appraisers	4.175
Appraisal background	4.305
Approaches to value	4.355
Cost approach	4.365
Definition of an appraisal	4.505
Entire acquisitions	4.330
Improvement valuation	4.390
Income approach	4.370
Irrigated lands as an appraisal issue	4.385
Larger parcel	4.320
Necessity of appraisal	4.130
Prior sales of the subject property	4.350
Sales Comparison approach (a.k.a. market data approach)	4.360
Trees and crop valuation	4.410
Utilities as an appraisal issue	4.425
Appraisal formats	4.520
Acceptable format	4.520
Administrative Determination of Just Compensation	4.545
Before and After appraisal	4.340 , 4.540
Minimum payment appraisal for Local Public Agencies	4.525

Taking & damages appraisal	4.345 , 4.540
Value finding appraisal	4.530
Appraisal Program, part of Operations Unit	2.240
Appraisal reports	4.500
Number of appraisals required	4.555
Obtaining a new appraisal vs. a revised appraisal	4.555
Project data book	4.530
Appraisal review	4.700
Appraisal review form 734-3753	4.740
Review objectives	4.710
Review of specialty appraisals	4.730
Review procedures	4.720
Appraiser qualifications	4.170
Acquisition/Condemnation Coordinator	7.220 , 8.230
Acquisition Specialist	7.250
Acquisition and demolition of contaminated properties	3.670
Assignment of Relocation Benefits	6.395
Auction of Improvements/Fixtures/Personal Property	
Advertising for an auction	9.175
Conducting an auction	9.190
Concluding an auction	9.205
Oral Auction	9.195
Preliminary auction functions	9.185
Sealed bids	9.200
Auction of Surplus Real Property	
Definition	9.115
Concluding an auction	9.570
Preliminary auction functions	9.555
Concluding an auction	9.570
Oral auction	9.560
Sealed bids	9.565
Availability of replacement dwelling before displacement	6.340
B	
Bank deposit slips	9.600
Before & after appraisals	4.340 , 4.540
Benefits	4.455
General benefits	4.460
Special benefits	4.465

C

Carve-out values	6.790
Displacement carve-out	6.793
Guidelines and examples	see Chapter 6 , Appendix A
Replacement carve-out	6.796
Certification of projects	3.680 , 3.685 , 12.400
Certification of residential displacement to other agencies	6.435
<u>Chief Appraiser</u>	4.215
Civil Rights	
Civil rights assurances on land sales	9.535
Civil rights clause in rental agreements	9.320
Coercion, policy	5.140
Common carrier moving procedures	6.640
Comparable replacement dwelling, cost of	6.835
Definition	see Glossary
Condemnation	Chapter 8, 5.345
Definition	see Glossary
Case load management	8.380
Complaint	8.340
Condemnation coordinator	8.230
Condemnation specialist	8.240
Condemnation resolution	8.310
Court process	8.370
DOJ/ODOT liaison	8.220
How to recommend condemnation	5.665
Final Offer letter	8.330 , 5.670
Hardship acquisitions and condemnation	5.365
Negotiation of legal files	5.675
Recommendation for condemnation (RC)	5.655
Reimbursable litigation expenses	5.685
Report of trial or settlement	8.380
When to submit an RC	5.660
Condemnation of uneconomic remnants	5.680
Conflicts of interest	
In the acquisition process	5.145
In the relocation process	6.195
Contacts with property owners and public	3.520, 5.485
Initiation of negotiations	5.460
Relocation contacts	5.490

Public Hearings	3.540
Type of contact during design phase	3.530
Contaminated properties	3.510 , 3.670
Contract rent	6.505
Contracting for removal of improvements to clear the right of way	9.150 , 9.170 , 9.300
Conversion of rental assistance benefit	6.750
Costs-to-cure	4.445
Cost-to-cure reports	4.625
D	
Damages	4.430
Compensable damages	4.440
Damages and special benefits	4.155
Non-compensable damages	4.450
Davis-Bacon act applied to removal of improvements	9.170
Decent safe and sanitary (DSS) housing	6.155 , 6.470
Definition	see Glossary
Additional inspections	6.485
Inspection requirements	6.480
Requirements for size and number of bedrooms	6.477
Standards	6.475
Deductions from relocation payments	6.400
Deed restrictions	9.490
Delinquent rentals	9.390
Partial payment agreement	9.395
Delivery of payments for real property	5.620
Denial of Relocation claims	6.920
Designated forest lands	5.640
Director of Transportation	1.120
Disclosure of appraisals	5.150
Displaced person	
Definition	see Glossary
Displacement resulting from a partial acquisition	6.783
Disposal of improvements to clear right of way	9.150
Conclusion of removal work	9.165
Domestic water supplies as an appraisal issue	4.415
Donations	5.175 , 5.320
Developer Mitigation Donations	5.322
Down payment benefit, Relocation	6.765
Benefit calculation	6.770

Benefit description	6.766
Claiming a down payment	6.772
Eligibility	6.768
E	
<u>Easement Valuations</u>	4.381
Easements, permanent & temporary	3.710
Economic remnants	5.530
Economic rent	6.740
Employee occupied housing	9.365
Environmental approval	3.630
Environmental classifications	3.430
Eviction for cause	6.460
Excess property acquisition	5.165
Excess right of way	
Definition	see Glossary
Exchange for surplus property	5.535
Exhibits in Acquisition packet	5.405
Exhibit A. Legal description	5.415
Exhibit B. Access control	5.420
Exhibit C. State's other obligations	5.425
Exhibit D. Fencing and fencing allowances	5.430
Exhibit E. Grantor's other obligations	5.435
Exhibit F. Deposit and delivery	5.440
Exhibit G. Repurchase of improvements	5.445
Exhibit H. Possession	5.450
Other clauses	5.455
Expenditure account (EA) numbers	9.625
Expenses incidental to transfer of title to the state	5.615
F	
Fair housing	
Availability	6.190
Concerns and complaints	6.430
Fair market value	4.315
Definition for property management	9.115
Farm crossings, stock passes	3.463
Farm operations	6.622
Definition	see Glossary
Federal-aid	

Definition (Federal financial assistance)	see Glossary
Federal-aid projects	12.300
Authorizations	12.320
Certification of	12.530
Credit for value of real property	12.360
Programming of	12.310
Revised and added files	12.340
Fencing and fencing allowances	4.400 , 5.430
Final environmental document	3.550
Final offer letter	5.670 , 8.330
Final reports	5.590
Authority to approve	5.591
Processing/closing	7.320
Financial means – Relocation rent benefit	6.744
Fire prevention on rental properties	9.370
Fixed payment for moving expenses, nonresidential moves (in-lieu)	6.605
Benefit calculation	6.625
Benefit description	6.610
Determining the number of businesses	6.620
Eligibility	6.615
Farm operations	6.622
Nonprofit organizations	6.624
Requesting and claiming a fixed payment	6.630
Fixed payment for moving expenses, residential moves (schedule move)	6.550
Fixtures	4.160 , 4.395
Fixture and equipment reports	4.610
Follow-up to initiation of negotiations	5.475
Forcible entry and wrongful detainer (FED)	9.410
Functional replacement	3.462 , 12.320
G	
General benefits	4.460
General eligibility issues for relocation benefits	6.440
General information notice	6.310
Grantor's obligations	5.545
Grants & indentures	7.230 , 9.640 , 9.645
Grants of access	3.640 , 9.115 , 9.640
Gross monthly income	6.503 , 6.744

H

Hardship acquisitions	3.720, 5.365
Condemnation will not be advanced	5.365
Federal authorization for advanced acquisition	12.320
Highest & best use considerations	4.325
Highway Division	1.130
Housing Additive (replacement housing pricing differential for 90-day occupants)	6.680

I

Improvement valuation	4.390
Incidental expenses payment	6.725
Benefit description	6.726
Claiming an incidental expense payment	6.732
Eligibility	6.730
Ineligible expenses	6.728
Increased interest payment	6.715
Benefit calculation	6.722
Benefit description	6.716
Claiming an increased interest payment	6.720
Eligibility	6.718
Indentures of access	9.115 , 9.645
Ineligible moving and related expenses	6.665
Initiation of relocation benefit determination	6.490
Initiation of negotiations	5.460, 6.840
Definition	see Glossary
Initiation of negotiations by certified mail	5.470
In-lieu payment for moving expenses (fixed payment benefit)	6.605
Insurance as eligible residential move expense	6.540
Insurance as eligible nonresidential move expense	6.570
Inventories	
Building, fixture & equipment inventory in property management	9.135
Insurance inventory	9.585
Property Management Inventory	9.100 , 9.110 , 9.575
Irrigated lands as an appraisal issue	4.385
J	
Jurisdictional Exchange	7.500 , 9.650
Just compensation	4.145, 4.310

Definition	see Glossary
Current summary statement	5.125
L	
Land services justifications	3.463
Land rental agreement form 734-3658(1)	9.315
Land use permit	9.345
Land valuation	4.380
Larger parcel	4.320
Last resort housing	6.455 , 6.882
Leases	9.325
Air Space	9.335
Material sites	9.340
Month to month short term	9.215
Other than air space leases	9.325
Wireless communications facilities site	9.330
Less than 90-day occupants	6.516 , 6.760
Letter of acceptance	5.600
Liability insurance clause	9.220 , 9.355
Liaison, Right of Way Project Management	Chapter 3
Liaison activities	3.100 , 3.120
Liaison and project design	3.600
License fees	6.572
Loss of tangible personal property	6.582
M	
Maintenance of rental properties	9.240 , 9.375
Market data approach (a.k.a. sales comparison approach)	4.360
Minimum payment appraisal	4.525
Mobile homes	6.800
Additional rules governing relocation payments to mobile home occupants	6.825
Mobile homes moved as personal property	6.845
Partial acquisition of mobile home park	6.850
Replacement housing payments for 90-day mobile home-owner-occupants	6.815
Replacement housing payments for 90-day mobile home occupants	6.820
Move monitoring and monitoring report	6.660

Move options

Common carrier moving procedures	6.640
Self-move based on actual costs	6.650
Self-move based on estimates and move cost finding	6.645
Move specifications	6.655
Moving-related expenses, other residential	6.544
Moving-related expenses, other nonresidential	6.590
Transfer of ownership	6.600
Multiple occupancy of a dwelling unit	6.700
Mutual ownership payments	6.705

N**Negotiation activities** [5.505](#)

Administrative settlements	5.565
Agreement follow-up	5.595
Approval of Final Reports	5.591
Clearance of title	5.610
Concluding negotiations	5.570
Exchange for surplus property	5.535
Final offer letter	5.670
Grantor's obligations	5.545
Necessary signatures	5.575
Negotiation of legal files	5.675
Notarization of signatures	5.580
Owner's appraisal	5.515
Payment before possession, policy	5.170
Payment delivery	5.620
Prorating of taxes in closing	5.605
Repurchase of improvements	5.560
Revised offers	5.520
State's obligations	5.540
Non-sufficient fund (NSF) checks	9.605
Non-compensable damages	4.450
Nonresidential moves, based on actual reasonable moving and related expenses	6.555
Eligible costs	6.560
Insurance	6.570
License fees	6.572
Notification and inspection	6.595
Overprinting or replacing stationery	6.580

Packing	6.564
Professional move services	6.575
Purchase of substitute personal property	6.586
Relettering of signs	6.578
Replacement value of uninsured property	6.574
Sales expenses on items not to be relocated	6.584
Searching for a replacement location	6.588
Storage of personal property	6.568
Transportation of personal property	6.562
Utility reconnection and personal property adaptation	6.566
Notices to vacate	5.625
30-Day notice to vacate	6.150 , 6.335
90-Day notice to vacate	6.145 , 6.330
O	
Occupancy requirements for displacement or replacement dwelling	6.445
Occupant interview instructions	6.495
Occupant of less than 90-days	6.516
Offer-benefit letter	5.405 , 6.325
Offer of relocation benefits, policy	6.135
Ordering documents	5.400
Oregon Department of Transportation	1.110
Oregon Transportation Commission	1.100
Overprinting or replacing stationery	6.580
Owner of a displacement dwelling	
Definition	see Glossary
Owner retention of improvements	5.160
Owner retention of the displacement dwelling	6.695
Owner-occupant of a multiple dwelling	6.710
P	
Partial acquisitions as an appraisal issue	4.335
Payment before possession	5.170
Payment for moving and related expenses	6.525
Nonresidential moves	6.555
Residential moves	6.530
Permits of entry	5.315
Personal contacts, policy	5.135
Preliminary cost estimates in project scoping	3.460

Preliminary right of way activities, federal authorization	12.320
Preparation for negotiations	5.380
Background familiarity	5.385
Owner missing	5.390
Owner represented by a third party	5.395
Programming	12.310
Definition	see Glossary
Programming Coordinator	12.220
Programming cost estimates in project scoping	3.460
Programming of federal-aid projects	12.310
Statewide Transportation Improvement Program (STIP)	3.470 , 3.480
Updated programming cost estimates	12.320
Project control system	12.600
Project data book	4.530
Project relocation offices	6.250
Project scoping	3.460
Property Management, generally	Chapter 9
Accounting and procedures	9.590
Collection of rent on vacated properties	9.405
Property sales and rent receipts	9.595
Removal of hazards and attractive nuisances	9.145
Second party checks	9.615
Taking possession	9.135
Vandalism of improvements	9.140
Property Management Office (part of Right of Way Program Unit)	2.130 , 2.230
Property Management Coordinator	9.270
Property Records Specialist	9.275
Property taxes in selling surplus property	9.485
Proration of taxes in closing an acquisition	5.605
Prospectus	3.450
Creating a project prospectus	3.450
Parts of the prospectus	3.451
Protective buying	3.720 , 5.370
Federal authorization for advanced acquisitions	12.320
Protective renting	6.170 , 6.345
Public information, types of contacts	3.530
Public meetings	3.540
Purchase orders	9.900

R

RITS (Right of Way Tracking System)	see Glossary
Real estate commissions and involuntary sales	5.585
Recommendation for condemnation (RC)	5.655, 8.320
How to recommend condemnation	5.665
When to submit an RC	5.660
<u>Region Right of Way Manager</u>	2.260
Region Right of Way Office	2.250, Chapter 11
Region Right of Way Agents	11.230
Region Right of Way Supervisor	11.210
Region Senior Right of Way Agents	11.220
Procedures	11.310 – 11.330
Reimbursable litigation expenses	5.685
Relocation	Chapter 6
Activity and closing report	6.930
Aliens not lawfully present in the U.S.	6.413
Benefit calculation review procedure	6.520
Claims	
Notice of denial of claim	6.410
Time limitations for benefit claims	6.405
Eligibility list	5.495
Fair Housing concerns and complaints	6.430
Certification of residential displacement to other Agencies	6.435
Mortgage Interest Differential (MID)	
Claiming a MID payment	6.720
Computation of the MID	6.722
Examples	see Chapter 6 , Appendix B
Payments	
Advance payments	6.392
Assignment of relocation payments	6.395
Deductions from relocation payments	6.400
Documentation	6.380
Expeditious payments	6.385
Payment procedure	6.900
Payment approval form	6.905
Payment to an estate	6.465
Purchase of replacement dwelling	6.450
Relocation payments not considered as income	6.415
Time limitations for benefit claims	6.405

Relocation information during project development	6.305
Relocation report of personal interview	6.350
Relocation responsibilities at initiation of negotiations	6.320
Relocation Office (part of the Right of Way Operations Unit)	2.130 , 2.240
Reminder of benefits, policy	6.140
Rent back to current displaced occupants	9.235
Rent of state-owned dwellings for displacees	6.425
Rent terminations in property management	9.400
Rental agreements	
Land rental agreement	9.315
Land use permit	9.345
Leases	9.325
Month-to-month rental agreement (form 734-3642)	9.310
Rental assistance payment	6.735
Benefit calculation	6.744
Benefit description	6.736
Claiming a rental assistance payment	6.746
Conversion of rental assistance benefit	6.750
Eligibility	6.738
Less than 90-day occupants	6.516 , 6.760
Rent back to displaced occupant	5.550 , 9.235
Renting/leasing of property	9.215
Collection of rent on vacated properties	9.405
Delinquent rentals	9.390
Establishing rental rates	9.245 , 9.290
Forcible entry and wrongful detainer (FED)	9.410
Partial payment agreement	9.395
Rent terminations	9.400
Securing tenants	9.285
Security deposits	9.350
Tenant rental statement and payment	9.385
Tenant repairs	9.380
Replacement dwelling inspection requirements	6.480
Replacement housing payments, generally	6.670
Determining displacement	6.783
Insurance proceeds	6.690
Multiple occupancy of a dwelling unit	6.700
Mutual ownership payments	6.705

Owner-occupant of a multiple dwelling	6.710
Partial acquisition	6.780
Payment after death	6.465
Replacement housing payment based on dwelling and site	6.830
Replacement Housing Price Differential for 90-day occupants (Housing Additive)	6.675
Benefit calculation	6.684
Benefit calculation in displacements resulting from partial acquisitions	6.786
Benefit description	6.680
Claiming a replacement housing Price Differential Payment	6.686
Eligibility	6.682
Repurchase of improvements	5.560
Residential moves, based on actual reasonable moving and related expenses	6.530
Insurance	6.540
Packing	6.534
Replacement value of uninsured property	6.542
Storage of personal property	6.538
Transportation of the displaced person and personal property	6.532
Utility reconnection charges	6.536
Residential moves based on a schedule	6.550
Review objectives in appraisal	4.710
Review of specialty appraisals	4.730
Review procedures in appraisal	4.720
Revised offers	5.520
Right of appeal of relocation benefits	6.175
Right of Way Agents	11.230
Right of Way DOJ/ODOT Liaison	8.220
Right of Way Manager	2.210
R/W Operations/Asst. State R/W Manager	2.220
Right of Way Operations Unit programs	2.220, Chapter 7, Chapter 8
Right of Way Program Manager	2.230
Right of Way Program Management Unit programs	2.230, Chapter 9
Right of Way R/W Operations/Asst. State R/W Manager	2.240

Right of Way Operations Unit programs	2.240, Chapter 4, Chapter 6, Chapter 12, Chapter 13
Right of Way Project Management	Chapter 3
Planning and management systems phase	3.310
Project Manager responsibilities	3.200
Project design alternative selection phase	3.500–3.550
Project design phase	3.600–3.690
Program development phase	3.400–3.480
Right of Way Senior Agents	11.220
Road approach permits	3.670
S	
Sale of surplus property at auction	9.415, 9.450
Sale of department-owned property to state employees	9.550
Salvage value	9.155
Definition	see Glossary
Scoping of project	3.460
Sealed bids	9.200
Second party checks	9.615
Self-move based on actual costs	6.650
Self-move based on estimates and move cost finding	6.645
Septic approval	9.540
Septic systems as an appraisal issue	4.420
Signs	4.405, 6.860
Definition	see Glossary
Acquisition of signs	5.650
Appraisal of signs	4.405, 4.615
Outdoor advertising signs	4.405, 5.650, 6.860–6.875, 15.000
Payment schedule for relocation of outdoor advertising signs	6.875
Relocation for outdoor advertising signs	6.875
Status as realty	6.865
Signs on state property	9.360
Specialty appraisal reports	4.600
Cost to cure reports	4.625
Fixture and equipment reports	4.610
Hazardous waste	4.626
Sign reports	4.615

Timber reports	4.620
Specialty appraisal review	4.730
State and State Agency	
Definition	see Glossary
State's obligation form	5.405 , 5.425 , 5.665
State's obligations	5.540
Statewide Transportation Improvement Program	3.410 , 3.480
Storage of personal property	6.538 , 6.568
Nonresidential	6.568
Residential	6.538
Surplus property	
Definition	see Glossary
Declaring real property surplus to needs of the department	9.420
Determining surplus property value	4.565
Disclosure of appraisal on surplus property	9.545
Disposal of surplus real property	9.415
T	
Taking & damages appraisals	4.345
Taking possession	9.135
Tenant rental statement and payment	9.385
Tenant repairs	9.380
Terms and conditions of surplus property sales	
Amount of deposit	9.480
Civil right assurances on land sales	9.535
Clauses	9.495 – 9.530
Deed restrictions	9.490
Property taxes	9.485
Reversionary clause	9.530
Throughway	
Definition	see Glossary
Timber reports	4.620
Time limitations for relocation benefit claims	6.405
Title/Closing Specialist	7.240 , 8.250
Title encumbrances	5.460 , 5.610 , 7.110 , 7.120 , 8.320
Title insurance	7.110 , 7.240 , 7.320 , 8.370
Title Reports	7.110 , 7.240

Condemnation title report	7.240 , 8.250 , 8.320
Office title report	7.240 , 7.310
Preliminary title report	7.120 , 7.240 , 7.310
Supplemental title report	7.310 , 8.250 , 8.320 , 8.360
Title VI, Civil Rights Act	6.185
Trees and crops as an appraisal issue	4.410
U	
Uneconomic remnants	4.470 , 5.410
Definition	see Glossary
Condemnation of uneconomic remnants	5.680
Purchase of uneconomic remnants	5.525
Uniform Act	
Definition	see Glossary
Updating offer of just compensation	5.510
Utilities as an appraisal issue	4.425
Utility information, general	
<i>see Chapter 10 printed in a separate manual and kept in</i> <i>Project Administration office</i>	
Utility reconnection and personal property adaptation, nonresidential	6.566
Utility reconnection charges, residential	6.536
V	
Value finding appraisal	4.530
W	
Water rights acquisition	5.645