

## REAL ESTATE SERVICES FEE SCHEDULE

### Right of Way Management Services

**Right of Way Management Services Include:** all processes, procedures, observations, data entry into LRS, and management of all services needed to clear the right of way, including all of the necessary activities to certify the right of way that has to be acquired to clear the project(s) for construction. This shall be completed in accordance with federal and state law (including but not limited to Federal Highway Administration rules and regulations), the current version of the INDOT Real Estate Division Manual, and as contracted with or otherwise directed by INDOT. The current version of the INDOT Real Estate Manual is located at <http://www.in.gov/indot/2493.htm>. All services listed below shall be required within the Right of Way Services Management scope of work.

Report Type	Fee
Right of Way Management services fee	<b>\$1,275 per parcel</b>
Publishing and Payment for Legal Notice on parcels	<b>\$500 per project</b>

### Valuation Services

**Early Assessment Real Estate Cost Estimate Includes:** all processes, procedures and observations to complete a Real Estate Cost Estimate assignment (including but not limited to completion of the INDOT Real Estate Cost Estimate Spreadsheet) in accordance with federal and state law (including but not limited to Federal Highway Administration rules and regulations), the current version of the INDOT Real Estate Division Manual, and as contracted with or otherwise directed by INDOT.

**Comp Dockets Include:** providing comparable sales data (including but not limited to market data research and raw sales data) or as otherwise requested by INDOT within the scope of work for Non-Report Services agreed upon at the time of assignment.

**Waiver Valuations Include:** all processes, procedures and observations to complete a waiver valuation report in accordance with federal and state law (including but not limited to Federal Highway Administration rules and regulations), the current version of the INDOT Real Estate Division Manual, and as contracted with or otherwise directed by INDOT.

**Appraisal Reports Include:** all processes, procedures and observations to complete an appraisal report of the type below assigned by INDOT in accordance with federal and state law (including but not limited to Federal Highway Administration rules and regulations), the current version of the INDOT Real Estate Division Manual, and as contracted with or otherwise directed by INDOT.

Non-Report Services	Per Parcel Fee
Early Assessment: Projects ≤ 50 parcels	<b>\$140</b>
Early Assessment: Projects > 50 parcels	<i>negotiated based upon complexity</i>
Comp Docket: Agricultural / Residential Properties:	<b>\$260</b>
Comp Docket: Commercial / Specialized Properties:	<b>\$525</b>
Report Type	
Waiver Valuation: Any Property Type (Improved or Unimproved)	<b>\$700</b>
Value Finding: Any Property Type (Improved or Unimproved)	<b>\$2,000</b>
Short Form: Any Property Type (Improved or Unimproved)	<b>\$2,900</b>
Short Form: Residential / Ag (with affected improvements or a total take)	<b>\$3,250</b>
Short Form: Commercial / Industrial / Multi-Family / Special / Billboard (with affected improvements or a total take)	<b>\$4,650</b>
Long Form: Any Property Type (Unimproved)	<b>\$3,500</b>
Long Form: Residential / Ag (Improved)	<b>\$4,650</b>
Long Form: Commercial / Industrial / Multi-Family / Special (Improved)	<b>\$11,650</b>
Excess Land Appraisal	<b>\$675</b>

The specific Report Type above is determined by INDOT Review Appraisers or their supervisors after the Appraisal Problem Analysis has been completed.

### Review Valuation Services

**Appraisal Problem Analysis Includes:** all processes, procedures and observations to complete an Appraisal Problem Analysis in accordance with federal and state law (including but not limited to Federal Highway Administration rules and regulations), the current version of the INDOT Real Estate Division Manual, and as contracted with or otherwise directed by INDOT.

**Review of Waiver Valuation and/or Appraisal Reports Include:** all processes, procedures and observations to complete a review of an appraisal report or waiver valuation report in accordance with federal and state law (including but not limited to Federal Highway Administration rules and regulations) the current version of the INDOT Real Estate Division Manual, and as contracted with or otherwise directed by INDOT.

Report Type	Per Parcel Fee
Appraisal Problem Analysis (APA)	<b>\$260</b>
Waiver Valuation: Any Property Type (Improved or Unimproved)	<b>\$425</b>
Value Finding: Any Property Type (Improved or Unimproved)	<b>\$1,000</b>
Short Form: Any Property Type (Improved or Unimproved)	<b>\$1,400</b>
Short Form: Residential / Ag (with affected improvements or a total take)	<b>\$1,575</b>
Short Form: Commercial / Industrial / Multi-Family / Special / Billboard (with affected improvements or a total take)	<b>\$2,225</b>
Long Form: Any Property Type (Unimproved)	<b>\$1,675</b>
Long Form: Residential / Ag (Improved)	<b>\$2,225</b>
Long Form: Commercial / Industrial / Multi-Family / Special (Improved)	<b>\$5,350</b>

### Buying Services

**Buying Services Include:** all processes, procedures and observations to complete the total or partial acquisition of real estate, the obtaining of temporary or access rights, or buying review in accordance with federal and state law (including but not limited to Federal Highway Administration rules and regulations), the current version of the INDOT Real Estate Division Manual, and as contracted with or otherwise directed by INDOT.

Report Type	Per Parcel Fee
Total/Partial Acquisition	<b>\$2,075</b>
Temporary/Access Rights	<b>\$1,750</b>
MAP 21 Offer - Total/Partial Acquisition	<b>\$2,625</b>
MAP 21 Offer - Temporary/Access Rights	<b>\$2,275</b>
Buying Review	<b>\$350</b>

### Relocation Services

**Relocation Services Include:** all processes, procedures and observations to complete the activities for relocation of residential or business owners or tenants, or relocation of personal property, or review of any such relocation activities in accordance with federal and state law (including but not limited to Federal Highway Administration rules and regulations), the current version of the INDOT Real Estate Division Manual, and as contracted with or otherwise directed by INDOT.

Report Type	Payment Schedule	Per Relocation Fee
Residential Owner / Tenant	Payments: 1/3 Relo/Appraisal meeting is complete, 1/3 90 Day Notice is issued, 1/3 parcel is closed	<b>\$4,071</b>
Business Owner / Tenant	Payments: 1/3 Relo/Appraisal meeting is complete, 1/3 90 Day Notice is issued, 1/3 parcel is closed	<b>\$4,071</b>
Personal Property Only	Payments: 1/3 Relo/Appraisal meeting is complete, 1/3 90 Day Notice is issued, 1/3 parcel is closed	<b>\$1,752</b>
Residential and Business Review	100% once the parcel is compliant and closed.	<b>\$1,175</b>
Personal Property Move Only Review	100% once the parcel is compliant and closed.	<b>\$450</b>

### Property Management Services

**Property Management Services Include:** all processes, procedures, observations, data entry into LRS, and management of all services needed to complete the parcel's readiness for demolition. This shall be completed in accordance with federal and state law (including but not limited to Federal Highway Administration rules and regulations), the current version of the INDOT Real Estate Division Manual, and as contracted with or otherwise directed by INDOT. The current version of the INDOT Real Estate Manual is located at <http://www.in.gov/indot/2493.htm>. All services listed below shall be required within Property Management Services scope of work.

Non-Report Services	Per Parcel Fee
Property Management per parcel services fee	<b>\$1,000</b>
Placing Rait Bait on structure	<b>\$100</b>
Placing Appropriate Signs on structure	<b>\$200</b>
Boarding Up Openings on structure	<b>Submitted Estimate Approved by INDOT</b>
Debris Removal	<b>Submitted Estimate Approved by INDOT</b>
Report Type	
Asbestos Sampling and Analysis	<b>Submitted Estimate Approved by INDOT</b>
Utility Disconnection Coordination & Verification	<b>Submitted Estimate Approved by INDOT</b>

The above Fee Schedule will be effective for all new on-call real estate contract assignments (based on the date that Purchase Orders are issued) made on or after January 1, 2022. The Fee Schedule for (a) project-specific contracts that include any land acquisition services, and (b) contracts entered into under “Small Purchase Procedures” pursuant to Section 3.3.1 of INDOT’s Professional Services Contract Administration Manual will be in accordance with the payment terms in the contracts and be the Fee Schedule in place on the date the contract was approved by the Attorney General of Indiana. Any deviation in established fees from the above rules in this paragraph will require (and shall not be allowed without) written pre-approval from the Director or one of his or her Managers in INDOT’s Real Estate Department.

Please send any questions regarding the Real Estate Fee Scheduled to INDOT's Support Manager # 317-232-5060



REVISED: 1/1/2022