

## AFFIDAVIT OF PROPERTY OWNER

### INSTRUCTIONS

The corresponding template is provided by the Indiana Department of Transportation (INDOT) to establish that an outdoor advertising sign exists, or is proposed, with the consent of the property owner of the sign's location.

- **Paragraph 1:** List the Tax ID number and address of the property.
- **Paragraph 2:** List the mailing address of the property owner, if different than the address of the property. (If the address is not different, this paragraph may be deleted.)
- **Paragraph 3:** Identify the sign owner. The property owner must enter into any necessary legal agreements with the sign owner to erect and maintain the sign on the property.
- Carefully read the remaining paragraphs, which include INDOT's right of entry for reasonable evaluations and surveys relating to the permit, and right of removal of the sign in certain circumstances.
- **Final paragraph** (starting with "IN WITNESS WHEREOF"): List the date that the affidavit is signed and notarized.
- **Signature:** *Before a notary*, sign and print name in the proper place.
  - If the person signing is a representative of company or other type of entity, sign under "IF ENTITY." The section also has a place to print the name of the entity, and to list the job title of the person signing the affidavit along with that person's name.
  - If the person is only representing themselves as sign owner, sign under "IF INDIVIDUAL."
- **Notarization:** The affidavit must be signed and properly notarized, which includes signing in the presence of a notary public. The affidavit must include the notary seal or stamp.
- **Submission:** The form should be scanned and electronically submitted via INDOT's Electronic Permitting System (EPS).
  - Link to EPS (with instructions on how to set up an account if needed):  
<https://eps.indot.in.gov>
- Keep the original for your records.