



## Waiver Valuation Expectations of INDOT

1. Upon receiving the INDOT request to complete a Waiver Valuation Assignment from INDOT Support:
  - Please ensure that you are familiar with the assignment area, the property type and have access to reliable, comparable sales sources.
2. Upon receiving the Notice-To-Proceed and provided INDOT docs (T & E, Engineering, and Plans)
  - Review all to ensure document consistency (Exhibit "A" agrees with Exhibit "B" and to plan sheets).
  - Review aerial, street views, and county data available.
3. Regarding comparable sale selection, remember:
  - The Highest and Best Use ("H&BU") of the Subject drives the Comparable selection
  - Is it legally permissible, physically possible, financially feasible, and maximally productive?
4. The Waiver Valuation assignment is to remain a simple process if there appears to be a change in the H&BU:
  - Stop, contact ATA to determine if a different assignment should be requested (as this may require more research and analysis than anticipated).
5. Understand the requirements and limitations for the completion of the Waiver Valuation assignment as presented in the RED Manual, and if close to a noted limitation:
  - Stop, contact ATA to determine how to proceed.
6. When presenting area amounts, be consistent:
  - Gross Total Before, Existing R/W, Net Total Before, Acquisition, Total Residual.
  - View the L-10 and Area Totals.
7. Regarding comparable sales selection, provide a comment as to the necessity for:
  - Exceeding the 2-year time frame (Date Sold)
  - The comparable sale may be the most reliable; provide comment as to why.
8. Throughout the Waiver Valuation process always maintain necessary LRS entries.
  - Receiving the parcel in as soon as you have the notice to proceed.
  - This includes making necessary remarks and updating each entry required
  - Also, moving the parcel to the next function in Parcel Inquiry

9. Assignments will need to be completed by the due date or earlier.
  - If the scheduled due date may be at risk, notify your INDOT contact immediately.
  
10. Confirm that all necessary attachments are included with your final report
  - R/W Legal Description (Exhibit 'A')
  - Plat Sheet (Exhibit "B")
  - Current Photographs
  
11. Confirm that all photographs are clear and concise.
  - The Photographs should include the front of the subject property and the area of acquisition looking from both ends of the acquisition.
  - The photographs should include items acquired and items included as a Cost to Cure.
  
12. Review and proofread your Waiver Evaluation before sending it in as complete.