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| County      | Route      | Parcel      | Federal No.      | Job No.      |
| Negotiations Conducted With (Owners)      | Date Negotiations Initiated      |
| The Initial Negotiating Contact Was Made By[ ]  PERSONAL CONTACT [ ]  CERTIFIED MAIL |
| Occupant[ ]  OWNER OCCUPANT [ ]  OWNER NON-OCCUPANT [ ]  TENANT |
| Displacement[ ]  TOTAL [ ]  PARTIAL |
| Vacant Lot[ ]  YES [ ]  NO | Is There Personal Property To Be Moved? **IF YES** [ ]  TENANT[ ]  YES [ ]  NO [ ]  OWNER |
| Amount of Offer      |
| Owner Address      | Telephone Number – Home      |
| Tenant Name / Address      | Telephone Number       |
| Remarks      |
| NOTE TO NEGOTIATOR: THIS FORM IS TO BE SUBMITTED TO THE DISTRICT RELOCATION SECTION WITHIN ONE WORKING DAY FROM THE DATE THE OFFER IS MADE. |
| Negotiator► | Date |