Form A-472 (12-79)

PROPERTY DAMAGE RELEASE AND REPORT

County____

	RELEASE			Route
	DAMAGE REPORT [Job No
1.	Date that property damage occurred			(Day-MoYr.)
2.	Property Owners Name			
3.	Owner's Mailing Address			
4.	Location of Property			
		_		
5.	In making the survey, damage was caused as	follows:		
6.	Describe the general nature of the damage: _			
7.	The amount of damage caused is fixed at \$_			
	In consideration of the above sum (Line 7), and Transportation Commission of Missouri, we as described above (Line 4), do hereby release arising out of damage (Line 6) to said proper making of a survey by employees of said Higher 1).	e, the undersi the Highway rty or to gro	gned, being the owners in fee so and Transportation Commission owing crops or improvements	simple of the real property on from any and all claims thereon arising out of the
	Executed on this	_day of		, 19
		_		
			(Employee's Signature)	(Org. Unit)
	(Owner's Signature)	_	REMARKS:	
	LEGAL S&P M&R	\neg		
Ī	DIVISION USE ONLY			· · · · · · · · · · · · · · · · · · ·
	APPROVED BY	_		
	DATE	_		
	DIVISION USE ONLY APPROVED BY	_	DEMARKS.	

DISTRICT ACCOUNTING USE ONLY

						WORK IDENTIFICATION				
DOC. TYPE	DIV. OR DIST.	.MO. AND YEAR	ORG. UNIT	FUNC TION	OBJ.	AFE PREFIX TYPE	SECTION NO. PROJTEST QUAN.	BRIDGE NO. SYMBOL MHTD NO.	FED. PART.	AMOUNT

INSTRUCTIONS FOR COMPLETING FORM A-472

- 1. Insert the County, Route, and Job Number in upper right corner.
- 2. The "Release" block should be checked (\checkmark) if the land owner <u>has</u> agreed to the damage amount as stated on line 7.
- 3. The "Damage Report" block should be checked (\checkmark) when the land owner will not agree to the damage amount as stated on line 7.
- **4.**Print clearly or type the following information:
 - Line 1: Self explanatory.
 - Line 2: Indicate the first, middle, and last name. The payment check will be printed exactly as stated on this line.
 - Line 3: Owner's Mailing Address. The payment check will be mailed to this address.
 - Line 4: This information must be as complete as possible. Please locate by quarter section.
 - Line 5: Give details as to the cause of damage and type of equipment involved in the damage.
 - Line 6: Self explanatory.
 - Line 7: This amount must indicate the actual dollar figure that is to be paid to the owner.
- 5. "Owner's Signature" must be completed <u>after</u> lines 1-7 have been completed and an agreement has been reached with the property owner.
- 6. "Employees Signature" and "ORG (Organization) Unit" must be completed by the employee initiating the form.
- 7. "Remarks" This area may be used anytime an employee desires, but should always be used to explain why an agreement cannot be reached between an employee and the property owner.

8.Distribution

- a. Submit the original to the District Accounting Unit for processing.
- b. Leave one copy with the property owner.