

NON-RESIDENTIAL MOVE PAYMENT REQUEST

COUNTY		ITEM NO.	PARCEL	NAME	
PROJECT NO.		FEDERAL NUMBER		PROJECT	
TYPE OF MOVE	<input type="checkbox"/> Business	<input type="checkbox"/> Personal Property	<input type="checkbox"/> Billboard/Sign	<input type="checkbox"/> Farm	<input type="checkbox"/> Nonprofit
MOVE PAYMENTS					
PAYMENT FOR ITEMS MOVED TO NEW LOCATION - Attach TC 62-68 Certified Inventory					AMOUNT
<input type="checkbox"/>	Commercial Move	Actual, reasonable reimbursement supported by documentation of the actual costs for the move, insurance, storage (with prior CO approval), removal and reinstallation of personal property and transportation. Based on lower of required two bids if move exceeds \$5,000, claim supported by bills and receipts.			
<input type="checkbox"/>	Commercial Move Estimate	Actual, reasonable reimbursement supported by documentation of the actual costs for the move, storage (with prior CO approval), removal and reinstallation of personal property and transportation. Based on lower of required two bids if move exceeds \$5,000, claim supported by bills and receipts. Owner moves for low bid.			
<input type="checkbox"/>	Actual Cost Move	Supported by receipted bills for labor and equipment. Equipment and hourly labor rates should not exceed the cost paid by a commercial mover.			
<input type="checkbox"/>	Staff Estimate	Prepared by a qualified agency staff person, as developed thorough review of the personal property to be moved, and documented estimated costs for materials, equipment, and labor. Waiver from owner required. Owner moves for staff estimate - Maximum \$5,000.			
<input type="checkbox"/>	Storage	CO approval required, claim supported by bill, 1 year maximum, payment made to owner			
<input type="checkbox"/>	Searching Expenses	Actual, reasonable reimbursement supported TC 62-230 Search Expense Log. Mileage rates based on KY State Employee travel regulations. Lodging and meals require receipts for reimbursement. Maximum \$5,000.			
SUBSTITUTE PERSONAL PROPERTY PAYMENT (for items not moved but promptly replaced at new location)					
A. Cost of substitute items plus installation cost					
Less proceeds from sale or trade-in					
TOTAL					
B. Estimated cost of moving and reinstalling replaced items					
PAYMENT FOR ITEMS REPLACED AT NEW LOCATION					
DIRECT LOSS OF TANGIBLE PERSONAL PROPERTY PAYMENT (for items not moved or replaced at new location)					
A. Fair market value for continued use in place					
Less proceeds from sale or trade-in					
TOTAL					
B. Estimated cost of moving items					
Lesser of A or B					
Plus Cost of Sale					
PAYMENT FOR ITEMS NOT MOVED OR REPLACED AT NEW LOCATION					
TOTAL PAYMENT					
VERIFICATION OF MOVE					
<input type="checkbox"/>	ADVANCED CLAIM PAYMENT REQUEST: I am requesting payment in advance of the move, so payment is available immediately upon completion. I will verify the completion of the move before payment is made.				
<input type="checkbox"/>	ADVANCED PAYMENT REQUEST: A portion of the approved move amount will be paid in advance due to hardship. I will verify the completion of the move before final payment is made.				
<input type="checkbox"/>	COMPLETION OF MOVE: I have verified the completion of the move and requesting payment.				