

Date: DATE

To: Occupant Name
Street Address
City, State, Zip

Subject: Item No. 00-0000.00; County Name
Project Number; Federal Number
Project Name
Parcel No. 000
Move Authorization

Dear Occupant name:

This is a written notice to inform you that the Kentucky Transportation Cabinet's fixed rate move estimate to move your personal property from the proposed right of way was calculated and approved in the amount of **\$0,000.00**. This calculation is based on a total of **NUMBER (##)** rooms and the Certified Inventory. If at the time of the move the inventory deviates to any significant extent from the Certified Inventory, the approved amount must be revised accordingly before payment can be made.

Please consider this letter authorization to begin the move of your personal property. It is required that you give the KYTC advance notice of the date you plan to commence the move. KYTC will monitor the move while in progress. The inventory will be checked at the replacement site to determine if all the items are moved to the new location. If any items are not moved, the amount of the proposed payment will be reduced accordingly.

Before delivering a move payment the relocation agent will verify by an on-site inspection that all personal property has been moved from the proposed right of way.

Should you have any questions or need further assistance, please contact me at the District Office at (000) 000-0000 or by email First.Last@KY.GOV.

Sincerely,

Agent Name
Relocation Agent
KYTC – District ## Office
Street Address
City, State, Zip