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| --- | --- | --- |
| **Project Title:**       | **Parcel No.:**       | **ROW Plan Sheet:**       |
| **Property Owner Name:**       | **Tenant Name:**       |
| **Site Address:**      | **Mailing Address:**      | **Home Phone:**       |
| **Cell Phone:**       |
| **Email Address:**       |

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| * **Per negotiations, all commitments agreed upon between Agency and property owner are listed below.**
* **Basic concepts of the construction project have been explained to the property owner.**
* **No other commitment, either verbal or implied, are valid.**
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| **Commitments agreed upon (photo of the impacted items on the property must be attached to this memo, if applicable):**      |
| **Additional Information or property owner concerns:**      |
| **Right of Entry (Delete this section if not valid):**The property owner, by signature below, herein further grants to the Agency or its agents, the right of entry upon property owners remaining lands if necessary for purpose of the completion of the above-described work. |

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Property Owner Signature Date

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Property Owner Signature Date

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Tenant Signature (if applicable) Date

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Negotiator Signature Date

**Commitments Approved:**

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Agency Signature Date