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| LOGO2LIN | **Application for Assignment as** **Land Acquisition Fee Agent** |
| 2 |
| **Type of Application:**  | [ ]  Appraiser  | [ ]  Appraiser Trainee | [ ]  Negotiator |
|  | [ ]  Review Appraiser  | [ ]  Relocation Agent |  |
|  |  |  |  |
|  |
|  |
| Applicant Name: |       | Sex: [ ]  Male [ ]  Female |
| Present Employer: |       | Minority: [ ]  Yes [ ]  No |
| Business Address: |       | Telephone: | (     )       |
| City: |       | State: |    | Zip: |       | Fax: | (     )       |
| Email Address: |       | Is Employer DBE Certified? |
|  | [ ]  Yes [ ]  No |
|  |
|  |
| **Provide the following information in addition to completing the appropriate specialty questionnaire(s) attached:**(For a complete list of qualifications needed for each specialty area, see Chapter 1 of the Land Acquisition Policy and Procedures Manual) |
|  |
| Highest Level of Education (Years, Degree,): |   |
|       |
| Major Education Courses pertaining to subject application:  |
|       |
|  |
| Appraisal / Real Estate Courses Completed (Attach copies of Certificates of Completion): |  |
|       |
|  |
| Relocation Courses Completed (Attach copies of Certificates of Completion): |
|       |
|  |
| Negotiation Courses Completed (Attach copies of Certificates of Completion):  |
|       |
|  |
| Professional Licenses / Designations (Attach copies of License/Certificate): |  |
|       |
|       |
| Which of the following types of property have you had any experience with? (Mark all that apply) |
|  | [ ]  Residential | [ ]  Commercial | [ ]  Industrial | [ ]  Agricultural |
|   | [ ]  Special Purpose | [ ]  Other (Specify) |       |
| If necessary, are you willing to testify in court as an Expert Witness? [ ]  Yes [ ]  No |
| Have you ever been convicted of a felony? [ ]  Yes [ ]  No |
| **I hereby certify that the foregoing statements are correct.** |
|  |
|  | Applicant Signature |  | Date |  |
|  |
| **Complete this questionnaire to apply for****Appraiser, Review Appraiser, or Appraiser Trainee** |
| Mark specialty applying for:  | [ ]  Appraiser  | [ ]  Appraiser Trainee |
|  | [ ]  Review Appraiser  |  |
| *If you are applying for more than one specialty, please be specific with your experience in each type.* |
| **Experience:** |
| How many years of experience do you have in preparing written appraisal reports? |     | (Minimum 2 years required) |
| Provide details including dates: |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
| What percent of time was spent appraising during those years? |     | % |
| Are you a licensed Real Estate Appraiser? |  [ ]  Yes [ ]  No | If yes, what type? | [ ]  Certified General [ ]  Certified Residential[ ]  Trainee |
|  |  |
| Briefly list the types of property rights appraised, approximate number, and dollar amounts: |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
| Business References (minimum of 2): |
|       |       |       |
| Name | Business Address | Telephone |
|       |       |       |
| Name | Business Address | Telephone |
|       |       |       |
| Name | Business Address | Telephone |
|       |       |       |
| Name | Business Address | Telephone |
| **Notes:** **1) Applicant must attach two sample appraisal reports prepared during last five years for an eminent domain acquisition.** **2) Appraiser and Review Appraiser applicants must provide evidence of successful completion of an eminent domain appraisal class sponsored by: National Highway Institute, Appraisal Institute, International Right of Way Association, or American Society of Farm Managers and Rural Appraisers.** **3) All appraiser applicants must provide evidence of successful completion of the current USPAP course as of the date of application.****4) Refer to Chapter 1 of IDOT’s Land Acquisition Policies and Procedures Manual for additional appraiser requirements.**  |
| **Return completed application and questionnaire to:** | **Illinois Department of Transportation** |
|  | **Bureau of Land Acquisition** |
|  | **2300 South Dirksen Parkway, Room 210** |
|  | **Springfield, Illinois 62764** |
| (If additional sheets are necessary, identify each page, and attach to this application.) |
|  |
| **Complete this questionnaire to apply for****Negotiator**  |
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| **Experience:** |
| How many years of experience do you have in negotiation or related field of work? |     |  |
| What percent of time was spent negotiating during those years? |     | % |
| Briefly list the types of property rights negotiated and approximate number: |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
| List the clients for whom the above negotiation services were provided:  |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
|  |       |
| Business References (minimum of 2): |
|       |       |       |
| Name | Business Address | Telephone |
|       |       |       |
| Name | Business Address | Telephone |
|       |       |       |
| Name | Business Address | Telephone |
|       |       |       |
| Name | Business Address | Telephone |
| **Note: Those applicants applying for Negotiator status must attach two (2) samples of completed negotiator’s notes.** |
| **Return completed application and questionnaire to:** | **Illinois Department of Transportation** |
|  | **Bureau of Land Acquisition** |
|  | **2300 South Dirksen Parkway, Room 210** |
|  | **Springfield, Illinois 62764** |
| (If additional sheets are necessary, identify each page, and attach to this application.) |
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| **Complete this questionnaire to apply for****Relocation Agent**  |
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| **Experience:** |
| How many years of experience do you have in relocation assistance or related field of work? |     |  |
| What percent of time was spent in relocation assistance during those years? |     | % |
| Specialty Field(s): |       |
| Briefly list the types of property relocated, approximate number, and dollar amounts: |
|  |       |
|  |       |
|  |       |
|  |       |
| List the clients for whom the above relocation assistance was provided:  |
|  |       |
|  |       |
|  |       |
|  |       |
| Briefly list any appropriate experience:  |
|  |       |
|  |       |
|  |       |
|  |       |
| Business References (minimum of 2): |
|       |       |       |
| Name | Business Address | Telephone |
|       |       |       |
| Name | Business Address | Telephone |
|       |       |       |
| Name | Business Address | Telephone |
|       |       |       |
| Name | Business Address | Telephone |
| **Note: Those applicants applying for Relocation Agent status must attach two (2) samples of completed Relocation Assistance Unit Records.** |
| **Return completed application and questionnaire to:** | **Illinois Department of Transportation** |
|  | **Bureau of Land Acquisition** |
|  | **2300 South Dirksen Parkway, Room 210** |
|  | **Springfield, Illinois 62764** |
| (If additional sheets are necessary, identify each page, and attach to this application.) |
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