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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 | | | | | | | | | | | | | | | | | |  | | | | |
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| 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 | | | | |
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| **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) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Highest Level of Education (Years, Degree,): | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| Major Education Courses pertaining to subject application: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Appraisal / Real Estate Courses Completed (Attach copies of Certificates of Completion): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
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| Relocation Courses Completed (Attach copies of Certificates of Completion): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Negotiation Courses Completed (Attach copies of Certificates of Completion): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Professional Licenses / Designations (Attach copies of License/Certificate): | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
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| 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.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | 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: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | |
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| Briefly list the types of property rights appraised, approximate number, and dollar amounts: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Business References (minimum of 2): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name | | | | | | | | | | | | | Business Address | | | | | | | | | | | | | | | | | | | | | | | | Telephone | | |
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| Name | | | | | | | | | | | | | Business Address | | | | | | | | | | | | | | | | | | | | | | | | Telephone | | |
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| Name | | | | | | | | | | | | | Business Address | | | | | | | | | | | | | | | | | | | | | | | | Telephone | | |
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| 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** | | | | | | | | | | | | | | | | | |
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| (If additional sheets are necessary, identify each page, and attach to this application.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| List the clients for whom the above negotiation services were provided: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Business References (minimum of 2): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Name | | | | | | | | | | | | | | Business Address | | | | | | | | | | | | | | | | | | | | | | | | Telephone | | |
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| Name | | | | | | | | | | | | | | Business Address | | | | | | | | | | | | | | | | | | | | | | | | Telephone | | |
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| Name | | | | | | | | | | | | | | Business Address | | | | | | | | | | | | | | | | | | | | | | | | Telephone | | |
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| 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: | | | | | | | | | | | |
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| List the clients for whom the above relocation assistance was provided: | | | | | | | | | | | |
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| Briefly list any appropriate experience: | | | | | | | | | | | |
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| Business References (minimum of 2): | | | | | | | | | | | |
|  | | | |  | | | | | | |  |
| Name | | | | Business Address | | | | | | | Telephone |
|  | | | |  | | | | | | |  |
| Name | | | | Business Address | | | | | | | Telephone |
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| 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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