

**LOCAL GOVERNMENT:  
AVAILABILITY OF INCIDENTAL PAYMENTS: CLAIM FORM**

**P.I. #                    PROJECT NO.:                    COUNTY:                    PARCEL:**  
**NAME:                    PHONE#:                    DATE:**  
**SOCIAL SECURITY# or FEI#                    (include SS# for each property owner)**

**PROPERTY ADDRESS:**

**MAILING ADDRESS:**

This is to advise you that due to the acquisition of the above project and parcel, you are eligible for reimbursement for expenses you may have incurred due to the Local Government's purchasing your property. These expenses may include: 1. Pro-rata portion of taxes, and 2. Survey work. Pro-rata tax deductions are normally handled at closing on a total acquisition situation. However, if they are not, or in the event of condemnation, it will be **your** responsibility to provide to the Local Government copies of your paid receipt(s) as described in Property Tax Payments section below.

**1. Property Tax Payments are handled as follows:**

- A. For Total Acquisition of your property**, a deduction for your pro-rata share of the taxes will be withheld at closing. Upon receipt of your property tax bill for the current year, you should immediately forward the property tax bill to the Local Government's Designated Representative with this letter for payment (see address immediately below).
- B. For Partial Acquisition of your property**, the Local Government will reimburse you for the pro-rata share of taxes on the portion of property acquired by the Local Government upon receiving a copy of your paid tax bill receipt. Paid property tax receipt(s) must be mailed with this letter to:

**Local Government's Designated Representative:**  
**Local Government:**  
**Address:**  
**City:                    , Georgia Zip Code:**

**2. Survey Work Reimbursements are handled as follows:**

You may also be eligible for reimbursement for **reasonable** survey fees to re-establish **existing** property corner pins that were removed as a result of construction of the project. Your assigned Local Government Representative for survey incidental benefits is:                    **at Phone:**

- (1) Contact your Local Government Representative before proceeding with survey; send estimate and obtain pre-approval.
- (2) Your Local Government Representative will need this completed claim form, survey estimate, and paid receipt in order to process your claim.

<p><b>Survey Pre-Approval: For Local Government Use Only</b> Survey Estimate Amt: \$_____ Date of Estimate: _____ Survey Reimbursement Amt Approved: _____ Pre-approved Signature (for Reimbursement): _____, Local Government Representative</p>
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In order to file claim for payment of the above expenses, you must have paid receipt(s) to support your claim and you must file within eighteen (18) months of the date your property was acquired, except survey fees, which must be filed within six (6) months after construction on the project is completed.

Sincerely,

Local Government's Designated Representative