

Schedule A
Moving And Related Costs – Nonresidential
 (Under Sec. 202, P.L. 91-646, as amended)

Section 1 – To Be Completed By Claimant

1. NAME:

2. PROJECT/TRACT:

3. TYPE OF MOVE: SELF COMMERCIAL SELF AND COMMERCIAL

4. MOVING COSTS: (See reverse for allowable/non-allowable expenses)

ITEM	CONTRACTOR/ADDRESS/PHONE NUMBER	AMOUNT CLAIMED	FOR AGENCY USE ONLY
MOVING:		\$	\$
ELECTRICAL:		\$	\$
MECHANICAL:		\$	\$
PLUMBING:		\$	\$
CARPENTRY:		\$	\$
OTHER: (list)		\$	\$
_____		\$	\$
_____		\$	\$
_____		\$	\$
	TOTAL	\$	\$

5. STORAGE COSTS:

TYPE OF CLAIM: INITIAL SUPPLEMENTARY FINAL

NAME AND ADDRESS OF STORAGE COMPANY:

STORAGE PERIOD: NUMBER OF MONTHS _____, ARE THE NUMBER OF MONTHS ACTUAL OR ESTIMATED

DATE PROPERTY WAS MOVED: TO STORAGE _____; FROM STORAGE _____

STORAGE COSTS: \$ _____

DESCRIPTION OF PROPERTY STORED: (List each major item separately or attach a Bill of Lading from the moving company showing the items stored.)

6. REMARKS:

7. SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____

Section 2 – To Be Completed By Agency

MOVING ESTIMATE OBTAINED BY THE AGENCY: \$ _____

MOVING COSTS: \$ _____

STORAGE COSTS: \$ _____

ADVANCE RECEIVED (if any): \$ _____

PAYMENT	AMOUNT	SIGNATURE	TITLE	DATE
RECOMMENDED:	_____	_____	_____	_____
APPROVED:	_____	_____	_____	_____
FBMS INVOICE NO.:	_____			

- ALLOWABLE MOVING EXPENSES**
1. Transportation of personal property not to exceed 50 miles except where the Agency determines that relocation beyond the 50-mile Area is justified.
 2. Packing, crating, unpacking and uncrating personal property.
 3. Disconnecting, dismantling, removing, reassembling and reinstalling relocated machinery, equipment and other personal property, including substitute personal property.
 4. Storage of the personal property for a period not to exceed 12 months, unless the Agency determines that a longer period is necessary.
 5. Insurance for the replacement value of the personal property in connection with the move and necessary storage.
 6. Any license, permit, or certification required of the displaced person at the replacement location. However, the payment may be based on the remaining useful life of the existing license, permit, fees or certification.
 7. The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent or employee) where insurance covering such loss, theft, or damage is not reasonably available.
 8. Professional services determined to be actual, reasonable and necessary for planning, moving and installing relocated personal property at the replacement location.
 9. Relettering signs and replacing stationery on hand at the time of displacement and making updates to other media that are made obsolete as a result of the move.
 10. Purchase of substitute personal property.
 11. Payment for low value/high bulk personal property.
 12. Connection to available nearby utilities from the right-of-way to improvements at the replacement site.
 13. Professional services performed prior to the purchase or lease of a replacement site to determine its suitability for the displaced person's business operation including but not limited to, soil testing, feasibility and marketing studies (excluding any fees or commissions directly related to the purchase or lease of such site). At the discretion of the Agency a reasonable pre-approved hourly rate may be established. (See appendix A, § 24.303(b).)
 14. Impact fees or one time assessments for anticipated heavy utility usage, as determined necessary by the Agency.
 15. Other moving-related expenses that are not listed as ineligible under Non-allowable Moving Expenses as the Agency determines to be reasonable and necessary.

- NON-ALLOWABLE MOVING EXPENSES**
1. Cost of moving any structures of other real property improvement in which the displaced person reserved ownership.
 2. Interest on loan to cover moving expenses.
 3. Loss of goodwill.
 4. Loss of profits.
 5. Loss of trained employees.
 6. Additional operating expenses incurred because of operating in a new location except as specifically provided for.
 7. Personal injury.
 8. Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before the Agency.
 9. Physical changes to the real property at the replacement location except as specifically provided for.
 10. Costs for storage of personal property on real property already owned or leased by the displaced person.
 11. Refundable security and utility deposits.