

Application for Right of Way Acquisition/Relocation Services Pre-qualification

Company Name
Company Address (home office):

Branch Office
Phone

Branch Office
Phone

Branch Office
Phone

Company Contact Information:	
Phone:	
Fax:	
E-mail:	
Website:	

Pre-Qualification Contact	
Name:	
Phone:	
Fax:	
Cell:	
E-mail:	

Company Principals/Officers	

Year Established	
State:	
Type of Organization:	
<input type="checkbox"/> Corporation	
<input type="checkbox"/> Partnership	
<input type="checkbox"/> Proprietorship	

Diversity Business Certification	
<input type="checkbox"/> This Company is a certified DBE	
Certification Type:	
<input type="checkbox"/> (MBE) Minority Business Enterprise	
<input type="checkbox"/> (SDVBE) Service-Disabled Veteran Business Enterprise	
<input type="checkbox"/> (SBE) Small Business Enterprise	
<input type="checkbox"/> (WBE) Women Business Enterprise	

Pre-qualification Date:	Expiration Date:	To Design:	Entered in IRIS:

Submit Application To: tdot.prequals@tn.gov

ROW Office Use ONLY	
Received:	

1) Is this company currently pre-qualified to perform acquisition/relocation work for TDOT?	
2) Has this company been previously pre-qualified to perform acquisition/relocation work for TDOT?	
2a) If yes and not currently pre-qualified, when was this company's last pre-qualification?	
3) Has this company been pre-qualified under another name?(please list)	
Is this company currently under an acquisition/relocation services continuous contract with TDOT?	
Has this company ever been awarded an acquisition/relocation services contract by TDOT?	

<u>STATEMENT OF APPLICANT</u>	
<p>I hereby certify that the responses given and statements made in this application are true and correct to the best of my knowledge. If so requested by the Tennessee Department of Transportation, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given. I acknowledge that this application may be disapproved for cause and that any approval obtained may be revoked for supplying false or misleading information to the Department.</p>	
Date of Application (Mo/Day/Yr):	
Name & Title	
	Signature

Please list projects during the last three years on which your firm performed right-of-way activities.

Project Description	Client	Client Contact	Work Performed (Number of Tracts)				
			Title Search	Acquisition	Residential Relocation	Non-Resid. Relocation	Closing

FINANCIAL STATEMENT ----- BALANCE SHEET AS OF:

Calendar Year and/or Fiscal Year Ends:

Audit Dates From:

To

ASSETS		LIABILITIES & NET WORTH	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash On Hand & In Banks		Judgments & Accounts Payable	
Certified Checks On Deposit For Bids		Notes Payable	
Notes Receivable (Less Discount)		(a) To Banks For Certified Checks	
Accounts Receivable		(b) To Banks For Payrolls	
Stocks & Bonds		(c) To Materials Companies	
Inventories		(d) To Equipment Companies	
Interest Receivable Accrued On Notes, Securities, etc.		(e) To Others	
Life Insurance		Owing Sub-Contractors	
		Accrued Taxes	
		Accrued Salaries & Payrolls	
		Accrued Interest Payable	
Total Current Assets		Total Current Liabilities	
FIXED ASSETS (NET BOOK VALUE)		FIXED & OTHER LIABILITIES	
Plant & Equipment		Mortgage On Plant Equipment	
Real Estate		Mortgage On Real Estate	
		Other Liabilities	
Total Fixed Assets		Total Fixed & Other Liabilities	
OTHER ASSETS		NET WORTH	
Real Estate - Not Used In Business		Individual Partnership	
Personal Property		Retained Earnings	
Misc. Assets		Capital Stock	
		Surplus	
Total Other Assets			
TOTAL ASSETS		TOTAL LIABILITIES & NET WORTH	

AGENT EDUCATION & EXPERIENCE PROFILE

Use the spaces below to list all agents you wish to have considered for pre-qualification to perform ROW work on TDOT or TDOT administered projects. In addition to the information provided below, resumes may also be attached. References must be able to verify the agent's ROW experience and abilities. Agents without references or whose references are unreachable or unresponsive, will not be approved. (Add Pages as Needed)

**ROW
Office Use**

Name:		Type of ROW work performed in last three years	Pre-qualification requested:	Y	N
Education	Years of ROW experience		<input type="checkbox"/> Acquisition Agent		
			<input type="checkbox"/> Relocation Agent		
			<input type="checkbox"/> Acquisition Trainee		
			<input type="checkbox"/> Relocation Trainee		
References	Agency	Phone	E-mail		

Name:		Type of ROW work performed in last three years	Pre-qualification requested:	Y	N
Education	Years of ROW experience		<input type="checkbox"/> Acquisition Agent		
			<input type="checkbox"/> Relocation Agent		
			<input type="checkbox"/> Acquisition Trainee		
			<input type="checkbox"/> Relocation Trainee		
References	Agency	Phone	E-mail		

Name:		Type of ROW work performed in last three years	Pre-qualification requested:	Y	N
Education	Years of ROW experience		<input type="checkbox"/> Acquisition Agent		
			<input type="checkbox"/> Relocation Agent		
			<input type="checkbox"/> Acquisition Trainee		
			<input type="checkbox"/> Relocation Trainee		
References	Agency	Phone	E-mail		

Name:		Type of ROW work performed in last three years	Pre-qualification requested:	Y	N
Education	Years of ROW experience		<input type="checkbox"/> Acquisition Agent		
			<input type="checkbox"/> Relocation Agent		
			<input type="checkbox"/> Acquisition Trainee		
			<input type="checkbox"/> Relocation Trainee		
References	Agency	Phone	E-mail		