

INSTRUCTIONS FOR COMPLETING FORM A-472

1. Insert the County, Route, and Job Number in upper right corner.
2. The "Release" block should be checked (✓) if the land owner has agreed to the damage amount as stated on line 7.
3. The "Damage Report" block should be checked (✓) when the land owner will not agree to the damage amount as stated on line 7.
4. Print clearly or type the following information:
 - Line 1: Self explanatory.
 - Line 2: Indicate the first, middle, and last name. The payment check will be printed exactly as stated on this line.
 - Line 3: Owner's Mailing Address. The payment check will be mailed to this address.
 - Line 4: This information must be as complete as possible. Please locate by quarter section.
 - Line 5: Give details as to the cause of damage and type of equipment involved in the damage.
 - Line 6: Self explanatory.
 - Line 7: This amount must indicate the actual dollar figure that is to be paid to the owner.
5. "Owner's Signature" must be completed after lines 1-7 have been completed and an agreement has been reached with the property owner.
6. "Employees Signature" and "ORG (Organization) Unit" must be completed by the employee initiating the form.
7. "Remarks" - This area may be used anytime an employee desires, but should always be used to explain why an agreement cannot be reached between an employee and the property owner.
8. Distribution
 - a. Submit the original to the District Accounting Unit for processing.
 - b. Leave one copy with the property owner.