



**CITY OF WATERTOWN**  
DEPARTMENT OF PUBLIC WORKS  
124 ORCHARD STREET

Gregory M. St. Louis, PE  
Superintendent

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**Watertown, MA – Mount Auburn Street  
Eminent Domain Takings Contact Sheet**

On behalf of the Watertown Department of Public Works, I am writing to request you provide supplemental information to the City in order for the City to issue checks in accordance with the Federal Transportation Improvement Program Guidelines for the Rehabilitation of Mount Auburn Street project:

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address (if not same): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name(s) of Trustee(s), if Trust: \_\_\_\_\_

\_\_\_\_\_

Names of Trustees if Condominium: \_\_\_\_\_

\_\_\_\_\_

Name(s) of Manager(s)/Member(s) if Limited Liability Company: \_\_\_\_\_

\_\_\_\_\_

Names of President and Treasurer if Corporation: \_\_\_\_\_

\_\_\_\_\_

Name(s) of Authorized Signatory(ies) if Other Entity: \_\_\_\_\_

\_\_\_\_\_

We appreciate your patience as we have several hundred applications to process. We will contact you once your check has been issued. If you have already submitted the required documentation, please send the completed contact form to the Watertown Department of Public Works located at 124 Orchard Street, Watertown, MA 02472 for project records. If you have yet to file the documentation, please include the Eminent Domain Contact Sheet as part of the package addressed to the Department of Public Works for processing.

Respectfully,

Gregory M. St. Louis, PE  
Superintendent of Public Works

### Frequently Asked Questions:

1. Q. How long will it be from submittal of the completed paperwork to the City until a check is issued?  
A. A check will be issued approximately four (4) weeks from the receipt of the **completed** paperwork to the City.
2. Q. How will the payment be delivered?  
A. The City is encouraging property owners to pick up checks in person at City Hall once they have received notice from the Department of Public Works that the check is available.
3. Q. In the case of multiple parties, how many checks will be issued?  
A. If a single W-9 is submitted, the check will be issued to that individual/entity. If the property owners wish multiple checks to be issued, individual W-9's need to be submitted, and the City will evenly divide the payment between all parties, unless otherwise directed.
4. Q. What are the tax implications of a compensation payment from the City?  
A. In most instances, a compensation payment from the City is taxable to the recipient, however, each property owner should consult with a tax advisor to determine the tax or other financial consequences of such a payment.
5. Q. Do all parties need to provide a W-9 Form?  
A. Yes, each individual/entity eligible for payment shall provide a completed W-9 Form except for Condominium Trusts or Association for which one W-9 will be required as only one check will be paid to the entity.
6. Q. How will a Condominium Trust or Association be compensated?  
A. One check will be made payable to the Condominium Trust or Association.
7. Q. What happens if the property has been conveyed?  
A. The owner of record of the property as of August 24, 2023, the date the Order of Taking was recorded with the Registry of Deeds is entitled to receive payment. In the event the Notice of Taking was sent to an individual/entity other than the owner of record on August 24, 2023, please advise the City, and provide the recording information for the deed or other transfer instrument.
8. Q. Who is paid if the property is rented?  
A. The City will issue payment to the property owner.
9. Q. How do I correct owner information and/or mailing address on the Notice of Taking?  
A. Please contact Watertown DPW with the correct information and an updated Notice of Taking packet will either be mailed or emailed to your attention.
10. Q. The Notice of Taking document references my mortgage lender. Do I need to have the mortgage lender sign the document? Will the check be issued to the mortgage company or the property owner?  
A. The mortgage lender must review and sign the Notice of Taking document, or payment will be made directly to the mortgage company. Please direct your attention to Item 7 of the Application for Eminent Domain Damages Payment. The property owner must select the appropriate party for payment. For payment to be made directly to the property owner, the mortgage company must sign. Otherwise, payment will be made to the mortgage company, and a copy of the mortgage company's W-9 would need to be obtained and provided to the City by the property owner.
11. Q. Do I need to have the documents notarized?  
A. Only the Application for Eminent Domain Damages Payment must be notarized. Please note, if a lender is associated with the property, the acknowledgment page referencing the mortgage company must also be notarized. There are separate acknowledgements for the property owner and the mortgage lender.