INSERT DATE

INSERT DISPLACEE (BUSINESS) NAME

INSERT DISPLACEE (BUSINESS) ADDRESS

**Relocation Assistance Program**

**Notice of Relocation Eligibility, Entitlements, & 90-Day Assurance**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE (BUSINESS) NAME:

On INSERT OFFER DATE the INSERT AGENCY NAME (Agency) offered to purchase the property you occupy located at INSERT ADDRESS. It will be necessary for you to move from the property.

**Relocation Notice of Eligibility**

You are eligible to receive relocation assistance in accordance with the United States Code, 42 USC 4601 et seq., Public Law 91-646, the implementing regulations found in the Code of Federal Regulations, 49 CFR Part 24, the Revised Code of Washington, RCW 8.26, and the implementing regulations of the Washington Administrative Code, WAC 468-100.

The purpose of this letter is to advise you of the relocation services and entitlements that may be available to you in accordance with the state and federal laws and regulations cited above.

**90-Day Assurance**

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter.

**Moving Entitlement**

You may select a commercial move, a self-move based on the successful move bid, or a specialist move estimate, an actual cost self-move, or a combination of the options for moving your personal property.

(SELECT THE APPROPRIATE OPTIONS, ABOVE AND BELOW, AND DELETE THOSE THAT DO NOT APPLY)

* **Commercial Move**

In the event you choose a commercial move, estimates were obtained from professional movers to determine a reasonable amount to reimburse your business for moving expenses. The Agency obtained a total of INSERT NUMBER OF BIDS bids to relocate your business operation. Movers were asked to include the cost to disconnect, disassemble, pack, move, unpack, reassemble, and reconnect personal property, as well as the cost of any applicable packing materials needed. INSERT NAME OF MOVING COMPANY submitted the lowest acceptable bid in the amount of $INSERT BID AMOUNT to move your business operation. The contact person for this company is INSERT NAME OF CONTACT and can be reached at INSERT PHONE NUMBER/E-MAIL ADDRESS. You may select a mover of your choice, but you will only be reimbursed up to the amount of the acceptable bid. Payment for a commercial move is limited up to a maximum of 50 miles.

* **Self-Move based on Move Bid** – If you choose a self-move to move yourself using your own forces and resources, the Agency will reimburse your actual and reasonable moving expenses not to exceed $INSERT BID AMOUNT to move your business operation. The payment will include all costs covered in the lowest acceptable move bid obtained from the commercial mover noted above except for insurance for the move and sales tax charged from the mover. If the use of any specialized equipment is necessary to complete the move, you will need to document your expenses.

(OR)

**Based on Specialist Move Estimate -** Due to the non-complex nature of your move, your entitlement has been calculated using a specialist move estimate based on the Washington State Utilities and Transportation Commission Tariff Guidelines and/or the move cost schedule provided in the Personal Property Only section of Chapter 12 of the Washington State Department of Transportation Right of Way Manual. If you choose to move yourself using your own forces and resources, the Agency will reimburse your actual and reasonable moving expenses not to exceed $INSERT AGENT ESTIMATE AMOUNT OR THE PPO MOVE SCHEDULE AMOUNT to move your business operation. This payment will include all costs to disconnect, disassemble, pack, move, unpack, reassemble, and reconnect your personal property as well as any applicable packing materials needed. If you disagree with the way your entitlement has been calculated, the Agency will obtain bids from professional movers and adjust your move entitlement accordingly as may be appropriate.

**Actual Cost** – If you choose an actual cost self-move you will be reimbursed for labor and equipment used to move your personal property. You must submit acceptable supporting documentation, such as receipts or invoices, for actual labor and equipment costs incurred during your move. Labor costs cannot exceed the rates paid by a commercial mover to their own employees who perform move activities. These hourly rates can be obtained from local movers.

Your relocation specialist can provide you with guidance regarding documentation necessary for reimbursement of your move.

* **Combination of Move Options**

If you wish to select a combination of the move options noted above, your relocation specialist will work with you to determine the level of reimbursement for each portion of your move.

Once you decide on a move option, you will need to sign a Move Expense Agreement prior to the beginning of the move. If you move yourself, progress payments can be made as the move progresses.

**Additional Moving and Related Moving Expenses**

If applicable, you may also be eligible to receive reimbursement for additional moving and related moving expenses. **You must submit documentation of actual expenses**. Some additional moving and related moving expenses include the following:

1. **Replacement Value Insurance** - Insurance obtained during your move should cover the replacement value of your personal property. You will be required to provide a copy of the amount of your current policy. If you elect to use a commercial mover, this insurance can be provided by the moving company, or you may elect to obtain an insurance binder through your current insurance provider. If you move yourself, you can be reimbursed for replacement value insurance expenses. To receive reimbursement, receipt for the purchase of the insurance must be submitted.
2. **Utility Connection** – Connection to available nearby utilities from the right-of-way adjacent to improvements at the replacement site, as determined to be necessary by the Agency. Connections to septic systems, water wells, underground stormwater vaults, and/or stormwater retention ponds are not eligible.
3. **Professional Services** – Services performed prior to the purchase or lease of a replacement site to determine its suitability for the displaced business, including but not limited to, soil testing, feasibility, and marketing studies.
4. **Impact Fees or One Time Assessments** – Fees for anticipated heavy utility usage, as determined to be necessary by the Agency.
5. **Site Search Expenses** - A payment not to exceed $2,500 for time spent searching for a replacement site and related activities, such as time spent obtaining permits and attending zoning hearings. A search log is enclosed for your convenience. You may be required to provide documentation of your search expenses. Reimbursement for search expenses is typically limited to within 50 miles of the displacement location.
6. **Replacing Stationery and Business Cards** - The cost to replace existing stocks of stationery, business cards, or other printed materials made obsolete because of the move. You will be required to provide copies of all obsolete printed materials, as well as the newly printed materials.
7. **Licenses, Permits & Certificates** - Licenses, permits, or certificates required at the replacement location and not reimbursed as a reestablishment expense. This payment may be based on the remaining useful life of the existing license. The focus of this category is on licenses and permits necessary to operate the business such as a business license or occupancy permit, not construction related permits.
8. **Planning Expenses -** Costs incurred by a professional planner to plan the physical move of personal property. These costs must be pre-approved by the Agency prior to commencement of the move. A minimum of two scopes of work or bids will be required.

* **Supervisory Expenses** - Costs incurred to supervise the actual move of personal property is limited to the estimated/actual number of hours that the commercial mover would be on site during the move. These costs must be pre-approved by the Agency prior to commencement of the move.
* **Storage Costs** – If determined necessary by the Agency, up to 12 months of storage of personal property may be reimbursed. This expense must be pre-approved by the Agency.

A complete list of additional moving and related moving expenses may be found at WAC 468-100-301 and WAC 468-100-303.

**Reestablishment Expenses**

You may be eligible to receive reimbursement for expenses not to exceed $50,000 for eligible expenses actually incurred in relocating and reestablishing your operation. Eligible expenses are described in the Relocation Assistance Program Brochure previously provided to you. Reestablishment expenses cannot be used to reimburse a displaced business for new construction or the purchase of capital assets. Prior to incurring reestablishment expenses, you should work closely with your relocation specialist to ensure potential claims are considered reasonable and necessary by the Agency.

**Fixed Payment Entitlement**

Upon submittal and Agency review of appropriate financial documentation, you may be eligible for the fixed payment entitlement in lieu of the Moving Entitlement, Additional Related Moving Expenses, and Reestablishment Expenses. This payment will make you ineligible to receive reimbursement for any other relocation expenses as described in this letter and further explained in the Relocation Assistance Program Brochure provided. The minimum fixed payment is $1,000 and the maximum payment is $40,000. The payment is computed using the two taxable years prior to the displacement of your business. Should you decide to choose the Fixed Payment Entitlement please notify your relocation specialist as soon as possible for calculation of your entitlements. Please note, the fixed payment option is not available to landlord businesses.

**Advisory Assistance**

Your relocation specialist will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If needed, the Agency will provide you with information on the availability, purchase prices, and/or rental costs for replacement sites. You should be aware that, ultimately, it is the business owner’s responsibility to locate a replacement site.

**Claiming Your Entitlement**

You must notify your relocation specialist of the date you intend to move and sign a Move Expense Agreement prior to your move date. It is important that you give your relocation specialist the opportunity to make reasonable and timely inspections of your personal property at both the displacement and replacement sites and to monitor your move. Once you have vacated the property completely you will need to schedule a vacate inspection with your relocation specialist. Once it has been verified that all personal property has been moved, your relocation specialist will prepare a claim, secure the appropriate signatures, and submit the claim for processing and payment. If all personal property is not removed, appropriate action will be taken by the Agency, and you will be responsible for the cost associated with removing any personal property left at the displacement site. This cost will be deducted from your moving claim/payment.

Prior to processing claims for relocation entitlements, the Internal Revenue Service (IRS) requires the Agency to obtain your correct taxpayer identification number (TIN) or social security number (SSN). The Agency is required by the IRS to obtain a completed W-9 form from anyone to whom a payment is made. This is necessary even though relocation payments are considered non-taxable. Please let your relocation specialist know if you have already completed the form. If you need advice on how to complete the form, please contact an IRS office, accountant, or legal consultant.

You must file all claims for relocation payments with the Agency within 18 months from the date you move from the acquired property or the date you receive final payment for your property, whichever is later. Documentation is required for actual costs incurred on all claims submitted.

**Occupancy of Property**

**(**CHOOSE APPROPRIATE PARAGRAPH AND DELETE THE ONE THAT DOES NOT APPLY)

Occupancy of the property beyond the date that the Agency takes possession of the property will require you to sign a lease. Attached to this letter is the lease you will be required to sign.

**(**OR**)**

Occupancy of the property beyond the date that the Agency takes possession of the property will require you to sign a lease and pay economic rent in the amount of $INSERT ECONOMIC RENT on a monthly basis. Attached to this letter is the lease you will be required to sign.

**Right to Appeal**

INSERT AGENCY APPEAL LANGUAGE

As previously stated, the purpose of this letter is to provide specific information on the calculation and claiming of your relocation entitlements. Please sign on the line provided below to acknowledge receipt of this letter. Please feel free to contact your relocation specialist with any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

INSERT AGENCY NAME

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS

Enclosure (Draft Lease)

# **Acknowledgment of Receipt of Notice of Eligibility letter**

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_