INSERT DATE

INSERT BUSINESS NAME

INSERT BUSINESS ADDRESS

**Relocation Assistance Program**

**Relocation Fixed Payment for Moving Expenses Entitlement**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT BUSINESS (DISPLACEE) NAME:

On INSERT OFFER DATEtheINSERT 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. You have indicated that you would like to pursue the Fixed Payment for moving expenses option.

**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 assistance 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.

**Fixed Payment Entitlement Amount**

You submitted financial documentation for review. Based on the documentation submitted, your business, INSERT NAME OF BUSINESS, is eligible to receive a total fixed payment in the amount of $INSERT FIXED PAYMENT AMOUNT. This payment will make you ineligible to receive reimbursement for any other relocation expenses as described in the Relocation Assistance Program Brochure, previously provided to you, and summarized below.

By choosing the fixed payment move option, you will not be eligible to claim other related moving expenses that may include:

* Replacement Value Insurance
* Utility Connection
* Professional Services Fees
* Impact Fees or One Time Assessments
* Replacement Site Search Expenses – up to a maximum of $5,000
* Replacement Stationery or Business Cards, etc.
* Licenses, Permits, and Certificates
* Planning Expenses
* Supervisory Expenses
* Storage Costs – not to exceed 12 months

In addition, you will not be eligible to receive reimbursement for reestablishment expenses, up to statutory maximum of $50,000.

Please notify your relocation specialist as soon as possible should you decide not to choose the fixed payment move option.

**Claiming Your Entitlement**

You must notify your relocation specialist of the date you intend to move and sign a Move Expense Agreement. 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.

**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

INSERT AGENCY NAME

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS

Enclosure (Application for Fixed Payment)

**Acknowledgment of receipt of Fixed Payment for Moving Expenses Entitlement letter**

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