INSERT DATE

INSERT DISPLACEE NAME

INSERT DISPLACEE ADDRESS

## Relocation Assistance Program

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

Project Title: INSERT PROJECT NAME

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

On INSERT OFFER DATE the INSERT AGENCY NAME (Agency) offered to purchase your property located at INSERT ADDRESS. According to information you provided, you have occupied the above property since INSERT OCCUPIED DATE.

**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.

**Replacement Housing Payment-Price Differential Entitlement**

As an owner occupant of 90 or more days, you may be entitled to a Price Differential Payment. This payment is based upon the difference between the acquisition price of your home and the amount necessary to purchase a comparable replacement property currently available on the market.

Listed below are comparable property(s) currently available for purchase:

**Address Asking Price**

1.  $

2.  $

3.  $

Comparable number INSERT BEST COMP NUMBER is considered to be the most similar to the subject property. Based on the asking price of comparable number INSERT BEST COMP NUMBER your maximum price differential is **$**INSERT PRICE DIFFERENTIAL. This amount is the maximum that the Agency can pay to reduce the purchase price of your replacement property. The amount of your maximum price differential is based on the asking price of comparable number INSERT NUMBER, $INSERT AMOUNT, less the appraised value of your property, $INSERT APPRAISAL AMOUNT.

The amount of your **actual** price differential payment will be based upon the actual purchase price of your replacement property. For example, if you spend $INSERT PRICE OF BEST COMP or more on your replacement property, you will receive the maximum price differential payment of $INSERT MAX PRICE DIFFERENTIAL. For every dollar you spend on your replacement property below $INSERT PRICE OF BEST COMP, your price differential payment will be one dollar less. If you receive more than the appraised value for your property, your price differential payment will be reduced.

OPTIONAL PARAGRAPH (delete if not being offered-must be used on a project-wide basis)

In addition to the above-described Price Differential Payment, you may quality for a Last Resort Housing Payment of $INSERT LRH PLAN PAYMENT. This payment will assist you by providing additional purchasing power for a replacement property. The amount of your Last Resort Housing Payment can be added to the sale price of a property when making an offer to purchase. For example, if you decide to purchase comparable number INSERT BEST COMP NUMBER for $INSERT PRICE OF BEST COMP you can make an offer of $INSERT PRICE OF BEST COMP + LRH PAYMENT. This payment is intended to supplement the price differential and allow you to purchase a comparable property at a higher price. To ensure an adequate Last Resort Housing Payment, this amount is recalculated every six months. The amount could increase or decrease based on the market analysis.

If you decide not to purchase a replacement property and elect to rent instead, you may be eligible for a rental assistance payment. Please contact your relocation specialist if you would like to have a rent supplement amount calculated.

**Incidental Purchase Expenses**

You may be reimbursed for certain other incidental purchase expenses required to purchase your replacement property. Reimbursable expenses may include costs for title search, recording fees, appraisal fees, loan origination fees, credit report, home inspection, and other approved costs. Payment of costs is based upon several factors including the amount of your present mortgage and the cost of the comparable used to compute the Replacement Housing Payment-Price Differential Entitlement. The estimated amount of these reimbursable costs can be determined once you have received a preliminary closing statement for the purchase of your replacement property. In addition, a home inspection is encouraged; the cost of the home inspection will be fully reimbursed by the Agency. It is highly recommended that you make your offer to purchase a replacement property subject to a home inspection as well as a Decent, Safe, and Sanitary (DSS) inspection.

**Mortgage Interest Differential Payment (MIDP)**

If you have a 180-day bona fide mortgage, you may be eligible to receive payment for increased mortgage interest costs if the interest rate on your new mortgage is greater than the interest of your present mortgage. The exact amount of the interest differential will be determined once you have obtained a loan commitment for the purchase of your replacement property. Please contact your relocation specialist as soon as you begin looking for a loan.

**Moving Entitlement**

You may select a commercial move, an actual cost move, or a self-move payment for moving your personal property. If you elect to contract with a commercial mover, the Agency will reimburse your actual moving expenses based on paid receipts. The Agency can also pay your mover directly upon request. Payment for a commercial move is limited up to a maximum of 50 miles. If you elect to complete an actual cost move you will be reimbursed for labor and equipment used to move your property. You will need to supply supporting documentation, such as paid receipts or invoices to your relocation specialist. One of the self-move options is based on a fixed move cost schedule. If you elect to complete a self-move with a scheduled payment, you will be paid based on the number of eligible rooms. It has been determined that you have INSERT NUMBER OF ROOMS eligible rooms, which entitles you to a moving payment of $INSERT SCHEDULE DOLLAR AMOUNT to move your own personal property. In circumstances where a scheduled payment would not accommodate your specific move need, you can discuss other available self-move calculations with your relocation specialist. Once you decide how you wish to move, you will need to sign a Move Expense Agreement.

**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 you request, transportation will be provided so you may inspect replacement housing. Information concerning other available government programs such as Section 8 housing, unemployment benefits, food stamps, etc. will be provided upon request.

**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. In the event that 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.

In order to be entitled to your replacement housing payment you must purchase (or rent) **and** occupy a DSS property within one year from the later of:

(1) The date the Agency makes final payment for the acquisition of your property, (2) The date the full amount of Just Compensation is deposited in the court, or (3) The date you move from your present property. You have 18 months after that same date to claim any relocation entitlement.

Prior to signing a rental or purchase agreement for your replacement property, please contact your relocation specialist for an inspection of the property. This inspection will ensure that the property meets DSS requirements outlined in the Relocation Assistance Program Brochure previously provided to you. The inspection must be completed before any replacement housing payment can be made.

**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 PROCESS

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_