INSERT DATE

INSERT NAME

INSERT 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 NAME:

On INSERT OFFER DATE the INSERT AGENCY NAME (Agency) offered to purchase property you occupy 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 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.

**Moving Entitlement**

You may select a commercial move, a negotiated cost 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 THE ONE THAT DO NOT APPLY)

**Under $10,000 option:**

Due to the non-complex nature of your move, your entitlement has been calculated, with your consent, 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 all your personal property. The 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 choose a commercial move, the Agency will obtain estimates from professional movers to determine a reasonable amount to reimburse you for moving expenses.

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 and invoices, of actual cost incurred during your move.

If you wish to select a combination of the move options noted above, you relocation specialist will work with you to determine the level of reimbursement for each portion of your move. Payment for a move is limited up to a maximum of 50 miles.

OR

**Over $10,000 Option:**

In the event you choose a commercial move, estimates were obtained from professional movers to determine a reasonable amount to reimburse you for moving expenses. The Agency obtained a total of INSERT NUMBER OF BIDS bids to move your personal property. 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 personal property. 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.

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 BID AMOUNT to move your personal property. The payment will include all costs covered in the lowest acceptable move bid obtained from the commercial mover noted above with the exception of 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. You must submit acceptable supporting documentation, such as receipts and invoices, of actual costs incurred during your move.

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.

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.

**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 your 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. 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.

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 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 AGENT'S NAME

Relocation Specialist

INSERT AGENCY NAME

INSERT SPECIALIST ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS

Enclosure (Draft Lease)

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

Signature: Date: