INSERT DATE

INSERT DISPLACEE NAME

INSERT DISPLACEE ADDRESS

**Relocation Assistance Program**

**General Notice of Relocation Rights for Landlords**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

This notice is to inform you that the property you own atINSERT DISPLACEE ADDRESS is scheduled to be purchased by the Washington State Department of Transportation (WSDOT) for a transportation improvement project. If the property is acquired as planned, it will be necessary for you to move any of your personal property that may be located on the site.

As an owner you may not prevent authorized WSDOT employees from notifying your tenants of the benefits they may be eligible to receive under the Uniform Relocation Act and Real Property Acquisition Policies Act of 1970, as amended (URA) 49 CFR 24. Please understand that it is to your benefit that we are allowed to explain to your tenants the requirements and obligations for the eligibility for benefits and to advise them there is no rush to relocate. If your tenant moves prior to an offer being made to you, they will not be eligible for relocation entitlements.

Businesses, farms, and nonprofit organizations displaced as a result of this project may be entitled to relocation assistance as generally described in this letter and in the Relocation Assistance Program Brochure which will be given to you. The actual law and legal regulations governing relocation assistance are contained in the United States Code, 42 USC 4601 et seq., Public Law 91-646 and the implementing regulation 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.

**Qualification Requirements**

In order to qualify to receive relocation entitlements, you must be in ownership of the property prior to the date WSDOT acquires the property. If you move before the offer, you may lose your eligibility to receive relocation assistance payments. To qualify as a business you must meet the definition of a business and claim your rental income on your taxes. Copies of recent tax returns are required as proof of rental income. If you do not provide copies of tax returns you will be paid only for moving expenses and not eligible for reestablishment expenses. Please contact me prior to moving in order to avoid any loss of entitlements. If you are required to move, you will receive a Notice of Relocation Eligibility, Entitlements & 90-Day Assurance that will explain your relocation entitlements in detail.

Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined in WAC 468-100-208.

**Relocation Assistance Entitlements May Include (Documentation is required on all claims):**

1. Direct Moving Expenses up to a maximum of 50 miles for moving personal property.
2. Replacement site search costs (up to $2,500.00), search area is limited within 50 miles of the displacement location.
3. Reestablishment Expenses up to $50,000.00 for expenses incurred in reestablishing your business operation (these funds cannot be used for new construction or the purchase of capital assets).
4. Additional Moving and Related Moving Expenses.
5. Advisory Assistance as follows:

 A WSDOT 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, we will provide you with information on the availability, purchase prices, and/or rental costs for replacement sites.

**Occupancy of Property**

When appropriate, you will receive a Notice of Relocation Eligibility & 90-Day Assurance providing you with the earliest date that you could be required to vacate the property.

**Reconsideration of a WSDOT Decision**

If you disagree with a determination WSDOT makes as to your eligibility for or the amount of your relocation entitlement, you may seek an informal reconsideration of such determination by sending a letter explaining your grievance within 30 days after receipt of such determination to:

Washington State Department of Transportation

Acquisition Program Manager

Real Estate Services

PO Box 47338

 Olympia, WA 98504-7338

If you disagree with the decision of the Acquisition Program Manager, you may request as adjudicative hearing as outlined in the “Right to Appeal a WSDOT Decision” section below.

**Right to Appeal a WSDOT Decision**

You also have the right to appeal a WSDOT determination which includes my decision, without seeking reconsideration by Acquisition Program Manager by filing an application for an adjudicative hearing before an administrative law judge of the Office of Administrative Hearings. You may file an application for an adjudicative hearing by serving a request for an adjudicative hearing pursuant to WAC 468-100-010 within 60 days of receipt of the WSDOT decision that you would like to appeal by certified mail, registered mail or personal service addressed to:

Washington State Department of Transportation

Office of the Secretary

Transportation Building

310 Maple Park Drive

Olympia, WA 98504-7316

We are looking forward to assisting you in any way we can. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

Real Estate Services

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE # AND FAX #

INSERT E-MAIL ADDRESS

Acknowledgment of receipt of General Notice of Relocation Rights and Relocation Assistance Brochure

Signature: Date: