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 NAME:

On INSERT DATE the Washington State Department of Transportation (WSDOT) offered to purchase the property you occupy located at INSERT ADDRESS. According to information you have provided, you have occupied the above property since INSERT 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 49 Code of Federal Regulations, 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 federal and state 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. You will be given another notice at least 30 days in advance of the specific date that the property needs to be vacated.

**INCLUDE THIS SECTION ONLY IF WSDOT HAS ADMINISTRATIVELY OFFERED TO PURCHASE THE MOBILE HOME:**

WSDOT has administratively offered to purchase your mobile home in the amount of $\_\_\_\_\_\_\_\_\_. If you choose to sell your mobile home to WSDOT you may be entitled to a price differential payment. If you choose to move your mobile you will not be eligible to receive this payment but will be eligible for costs associated with the move of your mobile home. Eligible move costs are discussed under the heading “Moving Entitlement” below.

**Price Differential Entitlement**

As mentioned above, WSDOT has administratively offered to purchase your mobile home, you may be entitled to a Price Differential Payment. This payment is based upon the difference between the value of your mobile home and the amount necessary to purchase a comparable replacement mobile home currently available on the market.

Listed below are comparable mobile homes currently available for purchase:

**Address Asking Price**

1. $

2. $

3. $

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

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

**Incidental Purchase Expenses**

You may be reimbursed for 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. Payments of costs are based upon several factors including the amount of your present mortgage and the cost of the comparable used to compute the Price Differential Payment. The exact amount of these reimbursable costs can be determined once you have received a preliminary closing statement for the purchase of your replacement property.

**Rent Supplement Entitlement – Site Only**

As a tenant occupant of 90 or more days, you may be entitled to a Rent Supplement Payment for the site you rent. This payment is based upon the difference between the rent plus utility costs at your present site and the rent plus utilities at a comparable replacement rental site currently available for rent on the market. The estimated cost of utilities is calculated using the local Housing Authority Utility Allowance Sheet published by U.S. Department of Housing and Urban Development.

Listed below are three comparable sites that are currently available for rent:

**Address Rent Utilities Total**

1. $ $ $

2. $ $ $

3. $ $ $

(Language for low-income eligibility)

The most comparable site to the subject was determined to be comparable number INSERT SELECTED COMP NUMBER. Based on 30% of your gross income your maximum rent supplement is calculated as follows:

Rent plus utility costs at comparable site $

Less 30% of your gross income $

Monthly rent and utility difference $

$**INSERT DOLLAR AMOUNT** Rent difference X 42 months = $**INSERT DOLLAR AMOUNT** Your Maximum Rent Supplement

The amount of your **actual** rent supplement payment will be based upon the rent plus utilities of your replacement site. For instance, if the rent plus utilities is $INSERT DOLLAR AMOUNT or more per month for your replacement site, you will receive the maximum rent supplement payment of $INSERT DOLLAR AMOUNT. For every dollar you spend on your replacement rent plus utilities below $INSERT DOLLAR AMOUNT, your total rent supplement payment will be $42 less ($1 per month times 42 months).

OR

(Language for non-low income eligibility)

The most comparable site to the subject was determined to be comparable number INSERT SELECTED COMP NUMBER. Based on the rent plus utilities of comparable number INSERT SELECTED COMP NUMBER located at INSERT COMP ADDRESS your maximum rent supplement payment is calculated as follows:

Rent plus utility costs at comparable site $

Less rent plus utilities at present site $

Monthly rent and utility difference $

$INSERT RENT DIFFERENCE Rent difference X 42 months = $**INSERT DOLLAR AMOUNT Your Maximum Rent Supplement**

The amount of your **actual** rent supplement payment will be based upon the rent and utilities of your replacement site. For instance, if the rent plus utilities is $INSERT RENT PLUS UTILITIES OF SELECTED COMP or more per month for your replacement site, you will receive the maximum rent supplement of $INSERT MAX RENT SUPPLEMENT. For every dollar you spend on your replacement rent plus utilities below $INSERT RENT Of SELECTED COMP, your total rent supplement will be $42 less ($1 per month times 42 months).

**Down Payment Assistance**

Should you chose to purchase a “conventional replacement property” (a home on land) rather than rent a site, you may qualify for a down payment assistance. The amount of this assistance may be $7,200 or the total amount of your calculated rent supplement. The entire amount of the down payment must be applied toward the purchase price and eligible closing costs. The purchase of your replacement property will be subject to a decent, safe, and sanitary (DSS) inspection by WSDOT.

Please note, if you rent a replacement site rather than purchase a conventional replacement property you will be entitled to a rent supplement for the site, not down payment assistance.

**Moving Entitlement**

You may select a commercial move, an actual cost move, or a self-move schedule payment for moving your personal property. If you elect to contract with a commercial mover WSDOT will reimburse your actual moving expenses based on paid receipts or invoices. WSDOT can 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 me. If you elect to complete a self-move with a schedule payment, you will be paid based on the number of eligible rooms. I have 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. Once you decide how you wish to move, you will need to sign a Move Expense Agreement.

**Include this Option if WSDOT Offered to Purchase the Mobile Home Considered Personal Property:**

If you keep and move your mobile home to a replacement location rather than selli it to WSDOT you will be entitled to actual, reasonable, and necessary move costs associated with the move of your mobile home. The move includes disassembling, moving, reassembling, anchoring the unit, utility “hook-up” charges, and any reasonable costs for making your mobile home meet DSS standards. WSDOT will secure move bids and you may select a commercial move or an actual cost move not to exceed the lowest acceptable bid. If you chose an actual cost move you will need to supply supporting documentation such as receipts or invoices. I will be available to help you work through the process of moving your mobile home.

**OR**

**Include this Option if WSDOT did NOT Offer to Purchase the Mobile Home Considered Personal Property:**

The mobile home you currently occupy is also considered personal property and will need to be moved. You are entitled to actual, reasonable, and necessary move costs associated with the move of your mobile home. The move includes disassembling, moving, reassembling, anchoring the unit, utility “hook-up” charges, and any reasonable costs for making your mobile home meet DSS standards. WSDOT will secure move bids and you may select a commercial move or an actual cost move not to exceed the lowest acceptable bid. If you chose an actual cost move you will need to supply supporting documentation such as receipts or invoices. I will be available to help you work through the process of moving your mobile home.

**Advisory Assistance**

I 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 on request.

**Claiming Your Entitlement**

You must notify me of the date you intend to move and sign a Move Expense Agreement. It is important that WSDOT has the opportunity to make reasonable and timely inspections of your personal property at both the displacement and replacement sites and to monitor the move. Once you have vacated the property completely you will need to schedule a vacate inspection with me. Once I have verified that all personal property has been removed, I will prepare a claim, secure 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 WSDOT and you will be responsible for the cost associated with removing personal property left on the property. This cost will be deducted from your moving claim/payment.

Prior to processing claims for relocation entitlements, the Internal Revenue Service (IRS) requires WSDOT to obtain your correct taxpayer identification number (TIN) or social security number (SSN). In addition to the IRS requirement, the Washington State Office of Financial Management (OFM) requires that all state agencies use a statewide vendor number for all payments. You will be required to complete the Statewide Payee Registration form. This is necessary even though relocation payments are considered non-taxable. It is recommended that the form is completed prior to the submittal of any relocation claims in order to expedite the payment process once claims are submitted. If you need advice on how to complete these forms, 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 dwelling within one year from the later of: (1) the date WSDOT 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 the property. You have 18 months after that same date in which to actually claim any relocation entitlement. Documentation is required of actual costs incurred on all claims submitted.

Prior to signing a rental or purchase agreement for your replacement property, please contact me for an inspection. This inspection will ensure that the property meets DSS requirements noted in the relocation brochure. The inspection must be completed before any replacement housing payment can be made.

**Occupancy of Property**

Occupancy of the property beyond the date that WSDOT takes possession of the property will require you to sign a lease.

**Reconsideration of a WSDOT Decision and Right to Appeal**

If you disagree with a determination made by me or another WSDOT Relocation Specialist regarding 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

You also have the right to appeal a determination WSDOT should make as to your eligibility for or the amount of any entitlement without going through the informal reconsideration process. The appeal procedure is explained in the Relocation Assistance Program Brochure as well as the General Notice Letter previously given to you.

(INCLUDE ENCLOSED LIST IF APPLICABLE)

Enclosed please find the following:

* Statewide Vendor Number Registration Form

Note: Any other items enclosed need to be added to this list

As previously stated, the purpose of this letter is to provide specific information as to how your entitlements are calculated and how you may claim them. 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 NUMBER

INSERT SPECIALIST'S E-MAIL ADDRESS

Acknowledgment of Receipt of Letter

Signature: Date: