**WSDOT Relocation Entitlement Instructions**

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| --- | --- | --- |
| INSERT NAME OF LENDER OR TITLE CO.INSERT ADDRESS |  | WSDOT InformationRE: INSERT DISPLACEE NAME  |
| Attn: INSERT NAME |  | Project Title: INSERT PROJECT TITLE |
| Telephone No.: INSERT TELEPHONE NO. |  |  |
| Fax No.: INSERT FAX NO. |  | Parcel No.: INSERT PARCEL NO. |
|  |  | Displacee No.:INSERT DISPLACEE NUMBER |
|  |  |  |

DATE: INSERT DATE Escrow No.: INSERT ESCROW NO.

The Washington State Department of Transportation (WSDOT) has determined that the undersigned is entitled to the sum of $INSERT AMOUNTunder the Relocation Assistance Program for the purchase of the property located at INSERT PROPERTY ADDRESS*.*

WSDOT has advised that this amount will be placed in escrow within INSERT AMOUNT OF DAYS days after you receive this letter.

We mutually agree and instruct that the funds be handled as stated below:

1. The total sum of $INSERT DOWN PAYMENT AMOUNT is to be applied toward the **down payment** **only** to reduce the amount of principal owed, unless otherwise instructed by WSDOT to cover certain eligible closing costs, **but NOT to be applied to prepaid taxes or insurance.**

2. Upon receiving this letter, please send an estimated closing statement to the WSDOT specialist listed showing the amount of down payment from WSDOT.

3. Upon closing, please email a copy of the certified final closing statement to: INSERT EMAIL ADDRESS

Said closing statement must include, at a minimum:

1. Funds received from WSDOT
2. The closing date of the escrow

(3) Endorsement by purchaser to the effect that the statement has been approved

(4) **Certification by the closing officer that the statement is true and correct**

In the event that you are unable to perform as instructed herein prior to INSERT DATE, return all WSDOT funds, less your escrow cancellation charge, if any, with your letter of explanation to WSDOT at the address below.

WASHINGTON STATE

## DEPARTMENT OF TRANSPORTATION

Relocation Specialist Displaced Person(s)

Telephone No.: INSERT PHONE NO.

INSERT ADDRESS