

# Contents

---

<b>Chapter 1</b>	<b>Administration and Operation</b>	<b>1-1</b>
1-1	Acronyms	1-1
1-2	Personal Conduct	1-1
1-3	Personnel Selection	1-2
1-4	Training Program	1-3
1-5	Travel	1-3
1-6	Vehicle Operation	1-3
1-7	Transportation Facility Location and Design	1-4
1-8	Right of Way Plans	1-5
1-9	Compliance With Federal Regulations	1-6
1-10	Authority to Enter Lands for Surveys, Appraisals, Etc.	1-6
1-11	Actions Against State Employees	1-6
1-12	Local Agency Projects	1-7
<b>Chapter 2</b>	<b>Organization</b>	<b>2-1</b>
2-1	Department Organization	2-1
2-2	Headquarters Real Estate Services Office Table of Organization	2-1
2-3	Region Organization	2-5
2-4	Organization of the Attorney General's Office	2-8
<b>Chapter 3</b>	<b>General Information</b>	<b>3-1</b>
3-1	Acronyms	3-1
3-2	Glossary	3-3
3-3	The Acquisition Process	3-10
3-4	Why We Do What We Do	3-12
3-5	County Designations	3-13
3-6	The Property and Acquisition Specialist as a Notary Public	3-13

<b>Chapter 4</b>	<b>Appraisal</b> .....	4-1
	4-1 Policy .....	4-1
	4-2 Project Funding Estimates .....	4-1
	4-3 Appraisals .....	4-2
	4-4 Special Appraisal Situations .....	4-5
	4-5 Responsibilities.....	4-9
	4-6 Appendices .....	4-10
	Appendix 4-1 Appraisal Report Guide .....	4-11
<b>Chapter 5</b>	<b>Appraisal Review</b> .....	5-1
	5-1 General .....	5-1
	5-2 Responsibilities.....	5-1
	5-3 Preliminary Procedures .....	5-2
	5-4 Analysis of Appraisal Reports.....	5-3
	5-5 Determination of Value (DV) – Preparation/Distribution .....	5-7
	5-6 Appraisal Review for Other Public Agencies .....	5-11
<b>Chapter 6</b>	<b>Acquisition</b> .....	6-1
	6-1 General Requirements.....	6-1
	6-2 Standard Acquisition Process.....	6-4
	6-3 Early Acquisitions and Advance Acquisitions.....	6-5
	6-4 Typical Pre-Acquisition Preparation .....	6-9
	6-5 Acquisition of Property and/or Property Rights by WSDOT .....	6-10
	6-6 Identity of Parties.....	6-19
	6-7 Acquisition Party Types .....	6-19
	6-8 Property and Acquisition Specialist’s Actions Prior to Contact With the Owner.....	6-43
	6-9 Relocation Assistance Program .....	6-44
	6-10 Property and Acquisition Specialist’s Contact With the Owner.....	6-45
	6-11 Remainders .....	6-51
	6-12 Administrative Settlement .....	6-52
	6-13 Payment of Rent Prior to the Acquisition of the Property (Protective Rent) .	6-55
	6-14 Special Benefits .....	6-57
	6-15 Toxic/Hazardous Waste Situations .....	6-58

---

6-16	Property Rights Acquired and Occupancy by WSDOT .....	6-59
6-17	Miscellaneous.....	6-61
6-18	Trades and Exchanges.....	6-63
6-19	Construction Items .....	6-64
6-20	Road Approaches .....	6-65
6-21	Salvage of Improvements .....	6-65
6-22	Acquisition Transmittal .....	6-66
6-23	Region Processing .....	6-69
6-24	Condemnation, State.....	6-69
6-25	Condemnation, Federal.....	6-77
6-26	Damage Claims.....	6-78
6-27	Appendices .....	6-80
	Appendix 6-1 Example Form RES-356.....	6-81
	Appendix 6-2 Advance R/W Revolving Fund .....	6-85
	Appendix 6-3 Determining the Type of Property Rights .....	6-88
	Appendix 6-4 Determining Whether or Not Land or Property Rights or Interest are Needed .....	6-89
<b>Chapter 7</b>	<b>Title.....</b>	<b>7-1</b>
	7-1 General .....	7-1
	7-2 Title Functions – Region.....	7-2
	7-3 Title Functions – Headquarters.....	7-7
<b>Chapter 8</b>	<b>Encumbrances .....</b>	<b>8-1</b>
	8-1 General .....	8-1
	8-2 Clearance of Encumbrances.....	8-1
	8-3 Lien Encumbrances .....	8-3
	8-4 Property Rights Encumbrances .....	8-16
	8-5 Personal Rights Encumbrances .....	8-32
	8-6 Appendices .....	8-39
	Appendix 8-1 Example Form RES-355.....	8-40

<b>Chapter 9</b>	<b>Instruments</b> .....	9-1
	9-1 General .....	9-1
	9-2 Elements (Paragraphs).....	9-2
	9-3 Document Title.....	9-3
	9-4 WSDOT Project Number and Federal Aid Project Number .....	9-3
	9-5 Recording Requirement Block .....	9-3
	9-6 Plan Title .....	9-4
	9-7 Party Clause .....	9-4
	9-8 Consideration .....	9-10
	9-9 Instrument Types .....	9-11
	9-10 Property Description.....	9-13
	9-11 Miscellaneous Clauses .....	9-38
	9-12 Delivery Clause.....	9-50
	9-13 Instrument Date.....	9-50
	9-14 Execution.....	9-51
	9-15 Acknowledgment.....	9-55
	9-16 Attachments/Corollary Documents .....	9-57
	9-17 Acceptance and Approval.....	9-58
<b>Chapter 10</b>	<b>Vouchers</b> .....	10-1
	10-1 General .....	10-1
	10-2 Real Property Vouchers.....	10-3
	10-3 Reserved .....	10-4
	10-4 Invoice Vouchers .....	10-4
	10-5 Relocation Assistance Vouchers .....	10-5

---

<b>Chapter 11</b>	<b>Property Management</b>	<b>11-1</b>
11-1	Responsibility	11-1
11-2	Preparation for Management	11-1
11-3	Initiating Management	11-8
11-4	Inspection and Maintenance of State-Owned Property	11-9
11-5	Improvements or Personal Property Within Right of Way	11-11
11-6	Disposal of Timber	11-16
11-7	Disposal of Surplus Property	11-24
11-8	Leasing	11-45
11-9	Right of Way Encroachments	11-70
11-10	Assessments Against State-Owned Lands	11-75
11-11	Facilities	11-77
11-12	Appendices	11-81
Appendix 11-1	WSDOT Owned Land – Property Types	11-1
Appendix 11-2	Notice of Auction for Improvements	11-1
Appendix 11-3	Property Inventory Instructions	11-3
Appendix 11-4	Lease Exhibit Example	11-24
Appendix 11-5	Unlawful Detainer Action in Washington	11-26
Appendix 11-6	Short-Term Rent	11-57
Appendix 11-7	Trail Lease Package Requirements	11-58
Appendix 11-8	Land and Related Intangible Asset Inventory Practices for Financial Reporting Compliance	11-60
Appendix 11-9	Contact Information	11-64
Appendix 11-10	Creating a New Lease	11-85

<b>Chapter 12</b>	<b>Relocation Assistance</b> .....	12-1
12-1	Acronyms.....	12-1
12-2	Policy .....	12-2
12-3	Responsibility .....	12-2
12-4	General Policy.....	12-6
12-5	General Relocation.....	12-11
12-6	Relocation Advisory Services .....	12-19
12-7	Residential Relocation Entitlements .....	12-40
12-8	Non-residential Relocation Entitlements (Business, Farm, and NPO) .....	12-68
12-9	Mobile Homes .....	12-97
12-10	Personal Property Only (PPO) Relocation .....	12-102
12-11	Voluntary Transactions .....	12-106
12-12	Temporary Relocations .....	12-106
12-13	Temporary Construction Easements (TCE) .....	12-108
12-14	Relocation Inventory .....	12-108
12-15	Appendices .....	12-109
	Appendix 12-1 Scenario Examples .....	12-110
	Appendix 12-2 Appeal/Reconsideration Language .....	12-112
	Appendix 12-3 Object Codes and Definitions.....	12-113
	Appendix 12-4 Recommendation Memorandum .....	12-116
	Appendix 12-5 Perishable Inventory.....	12-117
	Appendix 12-6 Fluctuating Inventory.....	12-119
	Appendix 12-7 FHWA Annual Statistical Report .....	12-120
	Appendix 12-8 Costs Reestablishment Expenses.....	12-121
	Appendix 12-9 Major Exterior Attribute.....	12-123
	Appendix 12-10 Larger Than Typical Lot and Mixed Use Property .....	12-124
	Appendix 12-11 Determining the Number of Businesses .....	12-126
	Appendix 12-12 Professional Services Performed by Displaced Business.....	12-127
	Appendix 12-13 Reestablishment and Duplication of Payment.....	12-128
	Appendix 12-14 Displaced Business Leasing to Themselves .....	12-129
	Appendix 12-15 Duplication of Payment.....	12-131
<b>Chapter 13</b>	<b>Forms</b> .....	13-1
13-1	Access for WSDOT Employees .....	13-1
13-2	Access From Outside of WSDOT .....	13-1
13-3	Appraisal Forms (Chapters 4 and 5) .....	13-1
13-4	Acquisition Forms (Chapters 6, 8, and 9) .....	13-2
13-5	Property Management Forms (Chapter 11).....	13-5
13-6	Relocation Assistance Forms (Chapter 12).....	13-7

**Chapter 14 Design Build** .....14-1

    14-1 Rules..... 14-1

    14-2 Acquisition of Right of Way ..... 14-2

**Chapter 15 Vacant** .....15-1

**Chapter 16 Use and Oversight of Consultants** .....16-1

    16-1 Non-A&E Professional Services Contracting by WSDOT Real Estate Services ..... 16-2

    16-2 Approved Consultant List for WSDOT ROW Services..... 16-4

    16-3 Management of Real Estate Services Provided by Consultant(s), including those contracted as part of a GEC Contract ..... 16-5

    16-4 Real Estate Services Provided as Part of a Design Build Contract..... 16-5

    16-5 Payments and Data Entry..... 16-6

**Chapter 17 Project Certification** .....17-1

    17-1 Acronyms..... 17-1

    17-2 Purpose ..... 17-1

    17-3 Authority ..... 17-1

    17-4 References..... 17-1

    17-5 Forms ..... 17-2

    17-6 Definitions..... 17-2

    17-7 General ..... 17-3

    17-8 Policy ..... 17-4

    17-9 Types of Certifications ..... 17-5

    17-10 Procedures ..... 17-7

    17-11 WSDOT Process..... 17-8

        Appendix 17.111 .....17-11

        Appendix 17.111a .....17-12

        Appendix 17.112 .....17-17

        Appendix 17.112a .....17-18

        Appendix 17.113 .....17-23

        Appendix 17.113a .....17-24

        Appendix 17.114 WSDOT Certification Process – Federal-Aid Projects ...17-29