

## Actual Cost Move Option

Actual and reasonable costs to move your personal property are based on acceptable documentation of actual costs. Acceptable documentation includes receipts for payments, paid invoices, copies of payment documents, time sheets of people hired to perform the move, etc. If a question arises about the “reasonableness” of submitted costs, WSDOT may obtain one or more bids or estimates from qualified movers to use as a standard to determine if costs are reasonable. Prior to the start of the move, a written and photo inventory of the personal property items to be moved must be completed.

Please do not move until you have signed a “Moving Expense Agreement.” You can jeopardize your right to receive relocation assistance entitlements unless you advise WSDOT in advance of moving.

## Payment of Personal Property Only Entitlements

Payment for move expenses will be paid upon documentation and verification that all personal property to be moved has been moved to an appropriate replacement location.

## 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  
Relocation Assistance Program Manager  
Real Estate Services  
PO Box 47338  
Olympia, WA 98504-7338

If you disagree with the reconsideration decision of the Relocation Assistance Program Manager, you may request an 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 a relocation specialist decision and the decision of the Relocation Assistance Program Manager, without seeking reconsideration by the RAPM 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

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## Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs team at [wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

## Title VI Statement to Public

It is the Washington State Department of Transportation’s (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT’s Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO’s Title VI Coordinator, Jonté Sulton at (360) 705-7082.



October 2014

**Personal  
Property Only**

**Relocation  
Assistance  
Program**

PERSONAL PROPERTY



## Introduction

The Relocation Assistance Program is designed to establish a uniform policy to help minimize any hardships you may experience as a result of your move. The Uniform Act provides for certain relocation payments and advisory assistance for displaced persons.

Federal law requires certification of residency status. You will be required to sign a form certifying you are lawfully present in the United States before the relocation process can begin. Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments.

This brochure is designed to answer some of your questions about your relocation entitlements. Specific information about relocation assistance is contained in the law. While every effort has been made to assure the accuracy of this brochure, it does not have the force and effect of the law. Should any difference or error occur, the law will take precedence. The law is contained in Chapter 8.26 of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) 468-100.

Your concerns are important to us. We will do everything we can to minimize any disruptions and other impacts of the project. Thank you for taking the time to read this brochure. We appreciate your understanding and cooperation.

## Definition

A Personal Property Only (PPO) relocation is defined as a move of personal property from property acquired for right of way or project purposes where there is not a need for a full relocation of a residence, non-residential operation (vacant land), business operation, farm operation, or nonprofit organization (NPO) from the acquired property.

## Types of Personal Property Only Relocations

- Personal property is stored on property where there is no residence or business.
- Personal property is located on a portion of property that is being acquired but where the residence located on the property will not be affected.
- Personal property is located on a portion of property that is being acquired but where the business located on the property can still operate after the acquisition of the needed property and where the business will not incur re-establishment expenses.
- Personal property is located in a unit (or units) in a storage facility that will be acquired in whole or in part.
- Vehicles, trucks, recreational vehicles, boats, and other miscellaneous trailers, either operational or not, that are located on property that will be acquired.
- Minimal personal property is located in a rented mailbox in a commercial mailbox business that is being acquired in whole or in part.

## Personal Property Only Relocation Entitlements

The basic entitlement for the relocation of personal property only shall be a payment for the expense of moving your personal property to a replacement location of your choosing. The payment shall be limited to expenses for moving within a 50-mile radius of the displacement location.

As the owner of personal property that must be moved, you have the option of selecting a commercial move, a self-move, or an actual cost move as further explained below.

### Commercial Move Option

As a displaced person, you can request that the Washington State Department of Transportation (WSDOT) provide a commercial mover and pay that mover directly. You will need to work with your relocation specialist to prepare a written and photo inventory of the items to be moved.

### Self-Move Option

You also have the option of selecting a self-move and taking full responsibility for your move. You will need to work with your relocation specialist to prepare a written and photo inventory of the items to be moved. The self-move option is based on either bids by qualified movers, an estimate by your relocation specialist, or predetermined move cost schedules. If a bid is required, your relocation specialist will prepare a Request for Proposal and Moving Specification and obtain at least two bids from qualified movers. You will be offered an amount not to exceed the lowest acceptable bid.

### Move Cost Schedules

Personal property moved from a commercial storage facility shall be based on the following:

Size of Storage Unit	Move Cost
5' by 5'	\$200.00
5' by 10'	\$250.00
10' by 10'	\$350.00
10' by 15'	\$550.00
10' by 20'	\$750.00
10' by 30'	\$1,000.00

Move costs for vehicles, trailers, etc., not connected to utilities shall be based on the following schedule:

- Operational vehicles and motor homes \$35.00 each.
- Boats w/trailers, utility trailers, car trailers, travel trailers, and fifth-wheel trailers \$150.00 each.
- Non-operating vehicles and smaller motor homes that require towing \$125.00 each.
- Non-operating trucks and larger motor homes that require towing \$150.00 each.

A dislocation allowance in the amount of \$35.00 shall be paid to each person or business that rents a mailbox in a commercial mailbox operation.

Move costs for appliances shall be based on a fixed rate of \$50.00 per appliance, which includes the cost to disconnect and reconnect.