INSERT DATE

INSERT DISPLACEE NAME

INSERT DISPLACEE ADDRESS

**Relocation Assistance Program**

**General Notice of Relocation Rights**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL #

Displacee No: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

This notice is to inform you that the property you are occupying atINSERT DISPLACEE ADDRESSis 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.

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 occupancy 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 income on your taxes. 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.

According to WAC 468-100-208, any owner of an unincorporated business, farm, or nonprofit organization that is an alien not lawfully present in the United States is ineligible for relocation assistance. Any incorporated business that is not authorized to conduct business within the United States is also ineligible for relocation assistance.

**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. 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).
3. Additional Moving and Related Moving Expenses as follows (Documentation will be required):
4. Replacement site search costs (up to $2,500.00); search area is limited within 50 miles of the displacement location.
5. Replacing obsolete printed materials.
6. Loss (or replacement) of tangible personal property.
7. Replacement value insurance for the move.
8. Planning expenses as it relates to the personal property (must be pre-approved and completed by a hired professional – a minimum of two scopes of work or bids will be required).
9. Supervision expenses as it relates to the personal property (must be pre-approved).
10. Licenses, permits, and certificates (as required to operate the business).
11. Temporary storage up to 12 months (if necessary and pre-approved, request must be in writing prior to move).
12. Utility connection to available nearby utilities from right-of-way adjacent to improvements at the replacement site.
13. Professional hired services performed prior to the purchase or lease of a replacement site to determine its suitability for your business, including but not limited to, soil testing, feasibility, and marketing studies.
14. Impact fees or one-time assessments for anticipated heavy utility usage, as determined necessary by WSDOT.
15. 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. You should be aware that, ultimately, it is the business owner’s responsibility to locate a replacement site.

A complete list of relocation entitlements for which you may be eligible can be found in WAC 468-100-301(4); WAC 468-100-301(7) (a through g) and (k through r); WAC 468-100-303, and WAC 468-100-306.

**Fixed Payment (In-Lieu)**

Your business may be eligible to choose a fixed payment in lieu of payments for actual moving and related expenses, and reestablishment expenses. Under this option, your business would be ineligible to receive reimbursement for any other relocation expenses.The minimum fixed payment is $1,000.00 and the maximum payment is $40,000.00. The business must meet certain criteria to be eligible for this payment, as described in WAC 468-100-304. The fixed payment option is not available to landlord businesses. Your Relocation Specialist will be able to help answer your questions regarding the fixed payment.

# Occupancy of Property

# When appropriate, you will receive a Notice of Relocation Eligibility, Entitlements & 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 reconsideration decision of the Acquisition 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 my decision, without seeking reconsideration by the 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 SPECIALISTS PHONE # AND FAX #

INSERT EMAIL ADDRESS

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

Signature: Date: