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 NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

This notice is to inform you that the personal property you own which is located atINSERT DISPLACEE ADDRESS may need to be moved. The property is 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 any personal property that is located on the site.

Persons who have personal property 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 have personal property located on 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. 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.

Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined in WAC 468-100-208.

**Relocation Assistance Entitlements may include:**

1. Direct Moving Expenses up to a maximum of 50 miles for moving personal property.
2. 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.

# Occupancy of Property

When appropriate, you will receive a Notice of Eligibility & 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 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

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

Real Estate Services

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE # AND FAX #

INSERT SPECIALIST'S E-MAIL ADDRESS

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

Signature: Date: