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 property you are presently occupying 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

Persons displaced as a result of this project may be entitled to certain 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 entitlements. 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. This letter will inform you of the location of at least one comparable dwelling that is currently available as well as advise you of other relocation assistance that you are entitled to receive.

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 Washington Administrative Code (WAC) 468-100-208.

**Relocation Assistance Entitlements may include:**

1. Replacement Housing Payment.
2. Moving Expense Payment up to a maximum of 50 miles for moving your personal property.
3. Advisory Services which including housing referrals, and help in filing payment claims, transportation to look at replacement housing, and other necessary assistance to ease your inconvenience.

**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

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

Real Estate Services

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALISTS PHONE # AND FAX #

INSERT SPECIALIST'S E-MAIL ADDRESS

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

Signature: Date: