INSERT DATE

INSERT NAME

INSERT ADDRESS

## Relocation Assistance Program

## Notice of Relocation Eligibility, Entitlements & 90-Day Assurance

Project Title: INSERT PROJECT NAME

Parcel No.: INSERT PARCEL #

Displacee No.: INSERT DISPLACEE #

Dear INSERT NAME:

On INSERT OFFER DATE the Washington State Department of Transportation (WSDOT) offered to purchase your property located at INSERT ADDRESS. According to information you have provided, you have occupied the above property since INSERT OCCUPIED DATE.

**Relocation Notice of Eligibility**

You are eligible to receive relocation assistance in accordance with the United States Code, 42 USC 4601 et seq., Public Law 91-646, and the implementing regulations found in 49 Code of Federal Regulations, CFR Part 24, the Revised Code of Washington, RCW 8.26, and the implementing regulations of the Washington Administrative Code, WAC 468-100. The purpose of this letter is to advise you of the relocation assistance and entitlements that may be available to you in accordance with the federal and state laws and regulations cited above.

**90-Day Assurance**

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter. You will be given another notice at least 30 days in advance of the specific date that the property needs to be vacated.

**Price Differential Entitlement**

As an owner occupant of 90 or more days, you may be entitled to a Price Differential Payment. This payment is based upon the difference between the acquisition price of your home and the amount necessary to purchase a suitable replacement dwelling currently available on the market.

Your current dwelling does not meet WSDOT Decent Safe and Sanitary (DSS) housing standards. In these cases, state and federal regulations allow WSDOT to find alternative DSS replacement homes.

Listed below are comparable dwelling(s) currently available for purchase:

 **Address Asking Price**

1. $

2. $

3. $

Comparable number INSERT BEST COMP NUMBER is considered to be the most comparable to the subject property. Based on the asking price of comparable number INSERT BEST COMP NUMBER your maximum price differential is $INSERT PRICE DIFFERENTIAL. This amount is the maximum that WSDOT can pay to reduce the purchase price of your replacement property. The amount of your maximum price differential is based on the asking price of comparable number INSERT NUMBER, $INSERT AMOUNT, less the appraised value of your property, $INSERT APPRAISAL AMOUNT.

The amount of your actual price differential payment will be based upon the actual purchase price of your replacement property. For instance, if you spend $INSERT PRICE OF BEST COMP or more on your replacement property, you will receive the maximum price differential payment of $INSERT MAX PRICE DIFFERENTIAL. For every dollar you spend on your replacement below $INSERT PRICE OF BEST COMP, your price differential payment will be one dollar less. If you receive more than the appraised value for your property, your price differential payment will be reduced.

If you decide not to purchase a replacement property and elect to rent instead, you may be eligible for a rental assistance payment. Please contact me if you would like to rent so that I can compute the rent supplement amount.

**Incidental Purchase Expenses**

You may be reimbursed for certain other incidental purchase expenses required to purchase your replacement property. Reimbursable expenses may include costs for title search, recording fees, appraisal fees, loan origination fees, credit report, home inspection, and other approved costs. Payment of costs is based upon several factors including the amount of your present mortgage and the cost of the comparable used to compute the replacement housing payment. The estimated amount of these reimbursable costs can be determined once you have received a preliminary closing statement for the purchase of your replacement property. In addition, a home inspection is encouraged; the cost of the home inspection will be fully reimbursed by WSDOT. We suggest making the offer subject to a home inspection as well as a Decent, Safe, and Sanitary (DSS) inspection when you offer to purchase a replacement property.

**Increased Mortgage Interest Costs**

If you have a 180-day bona fide mortgage, you may be eligible to receive payment for increased mortgage interest costs if the interest rate on your new mortgage is greater than the interest of your present mortgage. The exact amount of the interest differential will be determined once you have obtained a loan commitment for the purchase of your replacement property. Please contact me as soon as you begin looking for your loan so we can work with both you and your lender.

**Moving Entitlement**

You may select a commercial move, an actual cost move, or a self-move schedule payment for moving your personal property. If you elect to contract with a commercial mover WSDOT will reimburse your actual moving expenses based on paid receipts; WSDOT can also pay your mover directly upon request. Payment for a commercial move is limited up to a maximum of 50 miles. If you elect to complete an actual cost move you will be reimbursed for labor and equipment used to move your property. You will need to supply supporting documentation, such as paid receipts or invoices to me. If you elect to complete a self-move with a schedule payment, you will be paid based on the number of eligible rooms. I have determined that you have INSERT NUMBER OF ROOMS eligible rooms, which entitles you to a moving payment of $INSERT SCHEDULE DOLLAR AMOUNT to move your own personal property. Once you decide how you wish to move, you will need to sign a Move Expense Agreement.

**Advisory Assistance**

I will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If you request, transportation will be provided so you may inspect replacement housing. Information concerning other available government programs such as Section 8 housing, unemployment benefits, food stamps, etc. will be provided on request.

**Claiming Your Entitlement**

You must notify me of the date you intend to move and sign a Move Expense Agreement. It is important that WSDOT has the opportunity to make reasonable and timely inspections of your personal property at both the displacement and replacement sites and to monitor the move. Once you have vacated the property completely you will need to schedule a vacate inspection with me. Once I have verified that all personal property has been removed from the displacement property, I will prepare a claim, secure appropriate signatures, and submit the claim for processing and payment. In the event that all personal property is not removed, appropriate action will be taken by WSDOT and you will be responsible for the cost associated with removing any personal property left at the displacement property. This cost will be deducted from your moving claim/payment.

Prior to processing claims for relocation entitlements, the Internal Revenue Service (IRS) requires WSDOT to obtain your correct taxpayer identification number (TIN) or social security number (SSN). In addition to the IRS requirement, the Washington State Office of Financial Management (OFM) requires that all state agencies use a statewide vendor number for all payments. You will be required to complete the Statewide Payee Registration form. This is necessary even though relocation payments are considered non-taxable. It is recommended that the form is completed prior to submittal of any relocation claims in order to expedite the payment process once claims are submitted. If you need advice on how to complete these forms, please contact an IRS office, accountant, or legal consultant.

In order to be entitled to your replacement housing payment you must purchase (or rent) and occupy a DSS dwelling within one year from the later of: (1) the date WSDOT makes final payment for the acquisition of your property, (2) the date the full amount of Just Compensation is deposited in the court, or (3) the date you move from your present dwelling. You have 18 months after that same date to claim any relocation entitlement. Prior to signing a rental or purchase agreement for your replacement property, please contact me for an inspection of the property. This inspection will ensure that the property meets DSS requirements noted in the relocation brochure. The inspection must be completed before any replacement housing payment can be made.

**Occupancy of Property**

Occupancy of the property beyond the date that WSDOT takes possession of the property will require you to sign a lease.

**Reconsideration of a WSDOT Decision and Right to Appeal**

If you disagree with a determination made by me or another WSDOT Relocation Specialist regarding 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

You also have the right to appeal a determination WSDOT should make as to your eligibility for, or the amount of any payment without going through the informal reconsideration process. The appeal procedure is explained in the Relocation Assistance Program Brochure as well as the General Notice Letter previously given to you.

(INCLUDE ENCLOSED LIST IF APPLICABLE)

Enclosed please find the following:

* Statewide Vendor Number Registration Form

Note: Any other items enclosed need to be added to this list

As previously stated, the purpose of this letter is to provide specific information as to how your entitlements are calculated and how you may claim them. 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 SPECIALIST'S PHONE NUMBER AND FAX NUMBER

INSERT SPECIALIST'S E-MAIL ADDRESS

Acknowledgment of Receipt of Letter

Signature: Date: