Washington State Department of Transportation

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Remarks and Instructions

Remarks: Please note that this revision is in an electronic version only.

Instructions:

Chapter	Remove		Insert	
	Pages	Sheets	Pages	Sheets
Chapter 12	31	1	31	1
	40	1	40	1
	52	1	52	1

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Directional Documents and Engineering Publications	(360) 705-7430 FAX: 705-6861	/s/ Stephanie Williams

2. The displaced owner-occupant is eligible for such payments provided:

   a. The displacee is in occupancy at the initiation of negotiations of the acquisition of the real property, or at the time a written notice is given stating WSDOT's intent to acquire the property by a given date.

   b. Such ownership and occupancy has been for at least 180 consecutive days immediately prior to the earlier of:

      (1) The initiation of negotiations.

      (2) The date the occupant vacates, if the displacee has been given a notice of intent to acquire.

   c. The property is acquired by WSDOT, or WSDOT issues an order to vacate even though the property is not acquired.

   d. The displacee purchases and occupies a decent, safe, and sanitary dwelling within the time period specified in Section 12-6.2.

   e. For the purposes of d. above, a dwelling is considered to be purchased by the displacee when:

      (1) An existing dwelling is acquired by the displacee; or

      (2) The displacee purchases a life estate in a retirement home or contracts for extended residence in a limited care or full care facility that provides medical and residential services to persons unable to live independently and provide their own care. The actual cost is the entrance fee plus any other monetary commitments to the home, not including periodic service charges; or

      (3) The displacee relocates and/or rehabilitates a dwelling which the displacee owns or acquires. If the replacement dwelling selected by the displacee does not meet the "decent, safe, and sanitary" criteria or lacks "major exterior attributes," the cost to correct such deficiencies is eligible to the extent that the sum of the cost of the replacement dwelling and the cost of correcting the deficiencies do not exceed the price differential based on comparable replacement properties. Major exterior appurtenances are explained in more detail later in this section. ***Note:*** Improvements to the replacement property beyond those reasonable and necessary to correct DS&S deficiencies are not considered in qualifying for replacement housing payments; or

      (4) The displacee contracts for the construction of a new decent, safe, and sanitary dwelling on a site which the displacee owns or acquires. Reimbursement is limited to only those costs necessary to construct a dwelling comparable to the one acquired. The cost of adding new features to bring the cost up to the maximum replacement housing amount is not eligible for reimbursement.

B. Price Differential

   1. Amount of Payment

A. Multiple Occupancy of Dwelling Units — Two or more families occupying the same dwelling unit who relocate into separate dwelling units may elect to receive a commercial move or receive a self move, scheduled payment for each family. A self move, scheduled payment is based on the number of rooms actually occupied by each family plus community rooms utilized by each family.

B. Dwelling Salvage — When an owner acquires salvage rights to the acquired dwelling, the cost of moving that dwelling onto remainder or replacement land is not eligible for reimbursement as a part of the cost of moving personal property. However, if the displacee chooses to use this dwelling as a means of moving personal property, the cost of moving personal property is considered eligible. Payment in these cases would be on a self move, scheduled payment basis.

C. Moving Advisory Assistance — The Relocation Agent encourages the displacee to select a commercial move if there is any concern for the displacee's ability to accomplish the move economically or safely by any of the other methods for which the displacee is eligible. The agent points out the advantages of a commercial move including: professional labor, appropriate equipment, insurance against risks, professional management, and other factors as compared to the risks and other management problems present in any other method of moving.

12-6.5.1 Self Move, Scheduled Payment

A. A displaced individual or family is eligible to receive a moving expense and dislocation allowance according to the schedules shown below. The schedules apply to occupants of furnished or unfurnished dwelling units.

Moving Payment Schedules

Room Count Method

(For relocating personal property to be moved from a dwelling unit.)

Number of Eligible Rooms	Occupant Owns Furnishings	Payment to Occupant Who Does Not Own Furnishings
1	$450	$300
2	$600	$350
3	$750	$400
Additional Rooms	$150 each	$50

B. Computation

1. The moving expense payment is computed on the number of furnished rooms in the dwelling unit plus basements, attics, garages, and "out buildings" if such spaces do, in fact, contain sufficient personal property to constitute a room or rooms.

2. The number of eligible rooms are documented by the Relocation Agent in their diary. This room count shall be approved by the Region Relocation Supervisor. Where unusual personal property situations exist, other rooms may be added as long as justification and documentation are provided and the Region Relocation Supervisor approves.

A. Eligibility — The region determines if the organization meets the definition of a NPO in Section 12-4.1 and is otherwise eligible.

B. The amount of the payment is the average of two years annual gross revenues less administrative expenses. Gross revenues may include titles, membership fees, or other forms of fund collection. Administrative expenses include rent, utilities, salaries, as well as fund raising expenses.

12-7.4 Move Cost Estimates by Relocation Agents

A relocation agent, after appropriate training, may prepare a move cost estimate if the amount of the estimate does not exceed $5,000. The amount of such estimate may be used as the basis for negotiating an agreement for self moves and is particularly useful when dealing with moving the personal property of a non occupant dwelling owner (or landlord) or moving personal property from storage.

12-7.5 Claiming Business/Farm/NPO Benefits

12-7.5.1 Timing Requirements

A. Claims for moving payments and other benefit payments should generally be made after the move of personal property has been completed. The relocation agent must monitor the move to assure that adequate progress is being made to complete the move. Once the move has been completed and verified by the relocation agent, the relocation agent assists the displacee with filing their claim or claims.

B. Claims for moving payments must be made within 18 months after the following dates:

1. Date of vacation for a tenant occupant.
2. Date of vacation or date of payment for the property, whichever is later, for an owner occupant.

12-7.5.2 Direct Payments to the Displaced Business/Farm/NPO

When the displacee has selected a self move or an In Lieu payment, the payment of benefits should be paid directly to said displacee. The relocation agent should prepare the claims (vouchers), obtain appropriate signatures and submit the claim to Headquarters for processing and payment.

12-7.5.3 Direct Payment to a Commercial Mover

When the displacee has requested the department to provide a commercial move, the relocation agent must verify that the move is complete and that all personal property has been removed from the displacement site and moved to the replacement location. Upon said verification, the moving company should submit an invoice to the department and payment will be made directly to the commercial mover.

12-7.5.4 Direct Payment to a Third Party

If the displacee asks that any payment be made directly to a third party for services rendered during the move, the relocation agent should either have the displacee sign a claim (voucher) directing payment be made to said third party or should