Move costs for vehicles, trailers, etc., shall be based on the following schedule:

- Operational vehicles and motor homes $35.00 each.
- Boats w/trailers, utility trailers, car trailers, travel trailers, and fifth-wheel trailers $150.00 each.
- Non-operating vehicles and smaller motor homes that require towing $75.00 each.
- Non-operating trucks and larger motor homes that require towing $150.00 each.

A dislocation allowance in the amount of $35.00 shall be paid to each person or business that rents a mailbox in a commercial mailbox operation.

Move costs for appliances shall be based on a fixed rate of $50.00 per appliance, which includes the cost to disconnect and reconnect.

Actual Cost Move Option

Actual and reasonable costs to move your personal property are based on acceptable documentation of actual costs. Acceptable documentation includes receipts for payments, paid invoices, copies of payment documents, time sheets of people hired to perform the move, etc. If a question arises about the "reasonableness" of submitted costs, WSDOT may obtain one or more bids or estimates from qualified movers to use as a standard to determine if costs are reasonable. Prior to the start of the move, a written and photo inventory of the personal property items to be moved must be completed.

Please do not move until you have signed a "Moving Expense Agreement." You can jeopardize your right to receive relocation assistance entitlements unless you advise WSDOT in advance of moving.

Payment of Personal Property Only Entitlements

Payment for move expenses will be paid upon documentation and verification that all personal property to be moved has been moved to an appropriate replacement location.

Your Right of Appeal

You may file an appeal if you believe that the agency has failed to properly determine your eligibility for or the amount of your payment authorized by the Uniform Act.

Your appeal must be in writing. The letter must clearly state what you are claiming. Mail the letter and any supporting documents to:

Assistant Director
Relocation Assistance Program
Real Estate Services Office
Washington State Department of Transportation
PO Box 47338
Olympia, WA 98504-7338
(360) 705-7329, Fax (360) 705-6811

WSDOT will provide you a written determination resulting from the appeal with an explanation of the basis for the decision. If you are still dissatisfied with the relief granted, you may then seek judicial review.

Revised February 2004

Americans with Disabilities Act (ADA) Information
If you would like copies of this newsletter in an alternative format – large print, Braille, cassette tape, or on computer disk, please call Washington State Telecommunications Relay Service TTY 1-800-833-6388, Tele-Braille 1-800-833-6385, Voice 1-800-833-6384, and ask to be connected to (360) 705-7097.

Civil Rights Act, Title VI Statement to the Public
Washington State Department of Transportation (WSDOT) hereby gives public notice that it is the policy of the department to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Persons wishing information may call the WSDOT Office of Equal Opportunity at (360) 705-7098.

Personal Property Only

Relocation Assistance

Washington State Department of Transportation
Real Estate Services Office

Introduction

The Relocation Assistance Program is designed to establish a uniform policy to help minimize any hardships you may experience as a result of your move. The Uniform Act provides for certain relocation payments and advisory assistance for displaced persons.

This brochure is designed to answer some of your questions about your relocation entitlements. Specific information about relocation assistance is contained in the law. While every effort has been made to assure the accuracy of this brochure, it does not have the force and effect of the law. Should any difference or error occur, the law will take precedence. The law is contained in Chapter 8.26 of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) 468-100.

Your concerns are important to us. We will do everything we can to minimize any disruptions and other impacts of the project. Thank you for taking the time to read this brochure. We appreciate your understanding and cooperation.

Definition

A Personal Property Only (PPO) relocation is defined as a move of personal property from property acquired for right of way or project purposes where there is ***not*** a need for a full relocation of a residence, non-residential operation (vacant land), business operation, farm operation, or nonprofit organization (NPO) from the acquired property.

Types of Personal Property Only Relocations

- Personal property is stored on property where there is no residence or business.
- Personal property is located on a portion of property that is being acquired but where the residence located on the property will not be affected.
- Personal property is located on a portion of property that is being acquired but where the business located on the property can still operate after the acquisition of the needed property and where the business will not incur re-establishment expenses.
- Personal property is located in a unit (or units) in a storage facility that will be acquired in whole or in part.
- Vehicles, trucks, recreational vehicles, boats, and other miscellaneous trailers, either operational or not, that are located on property that will be acquired.
- Minimal personal property is located in a rented mailbox in a commercial mailbox business that is being acquired in whole or in part.

Personal Property Only Relocation Entitlements

The basic entitlement for the relocation of personal property only shall be a payment for the expense of moving your personal property to a replacement location of your choosing. The payment shall be limited to expenses for moving within a 50 mile radius of the displacement location.

As the owner of personal property that must be moved, you have the option of selecting a commercial move, a self-move, or an actual cost move as further explained below.

Commercial Move Option

As a displaced person, you can request that the Washington State Department of Transportation (WSDOT) provide a commercial mover and pay that mover directly. You will need to work with your Relocation Agent to prepare a written and photo inventory of the items to be moved.

Self-Move Option

You also have the option of selecting a self-move and taking full responsibility for your move. You will need to work with your Relocation Agent to prepare a written and photo inventory of the items to be moved. The self-move option is based on either bids by qualified movers, an estimate by your Relocation Agent, or predetermined move cost schedules. If a bid is required, your Relocation Agent will prepare a Request for Proposal and Moving Specification and obtain at least two bids from qualified movers. You will be offered an amount not to exceed the lowest acceptable bid.

Move Cost Schedules as follows:

Personal property moved from a commercial storage facility shall be based on the following schedule:

Size of Storage Unit	Move Cost
5′ by 5′	$150.00
5′ by 10′	$200.00
10′ by 10′	$300.00
10′ by 15′	$500.00
10′ by 20′	$675.00
10′ by 30′	$1,000.00