|  |  |
| --- | --- |
| Project Title:       | Parcel No.:       |
| Displaced Business:       | Displacee No.:       |
| Personal Property Item:       | Contact Person:       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Move Estimate: |  |  | $      |
|  |  |  |  |
| 2. | Value for Continued Use in Place: | $      |  |  |
|  |  | **-** $      |  |  |
| 3. | Subtract Sale Proceeds from Number 2: |  |  |
|  |  | = $      |  |  |
| 4. | Equals Value Not Recovered from Sale: |  |  |
|  |  |  |  |  |
| 5. | **Total DLT Eligible Amount**Choose Payment (Lesser of 1 or 4) |  |  | **$** |

BUSINESS NAME has decided not to move INSERT DLT ITEM to their replacement location. ADD DESCRIPTION/DETAILS HERE.

I recommend reimbursing BUSINESS NAME $INSERT FIGURE ABOVE (#5)for the MOVE OR VALUE OF CONTINUED USE for the INSERT DLT ITEM. This expense is eligible for reimbursement under WAC 468-100-301(7)(n).

A photo of the personal property is attached.

Relocation Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** In addition, the reasonable cost incurred in attempting to sell an item(s) that is not to be relocated is eligible for reimbursement under WAC 468-100-301(7)(o). The cost will be addressed once the displaced person attempts to sell the item(s).

Transfer of Ownership – In accordance with WAC 468-100-301(10), the displacee shall transfer to the Agency ownership of any personal property that has not been moved. The Relocation Specialist must follow guidelines for transfer of ownership located in the WSDOT R/W Manual 12-8.2.1.1.