INSERT DATE

INSERT DISPLACEE (LANDLORD) NAME

INSERT DISPLACEE (LANDLORD) ADDRESS

**Relocation Assistance Program**

**General Notice of Relocation Rights for Landlords**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE (LANDLORD) NAME:

This notice is to inform you that the property you own atINSERT DISPLACEE ADDRESS is scheduled to be purchased by INSERT AGENCY NAME (Agency) for a transportation improvement project. If the property is acquired as planned, it will be necessary for you to move your personal property that may be located on the site.

As an owner you may not prevent authorized Agency employees from notifying your tenants of the benefits they may be eligible to receive under the Uniform Relocation Act and Real Property Acquisition Policies Act of 1970, as amended (URA) 49 CFR 24. Please understand that it is to your benefit that the Agency be allowed to explain to your tenants the requirements and obligations for the eligibility for benefits and to advise them there is no rush to relocate. If your tenant moves prior to an offer being made to you, they will not be eligible for relocation entitlements.

Businesses, farms, and nonprofit organizations displaced as a result of this project may be entitled to relocation assistance as generally described in this letter and in the Relocation Assistance Program Brochure, which has been provided to you with this letter. 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, the implementing regulations 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 ownership of the property prior to the date the Agency acquires the property. If you move before the offer, you may lose your eligibility to receive relocation entitlements. To qualify as a business you must meet the definition of a business and claim your rental income on your taxes. Copies of recent tax returns are required as proof of rental income. If you do not provide copies of tax returns you may only be paid for moving expenses as a Personal Property Only relocation. Please contact your relocation specialist 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.

In accordance with WAC 468-100-208, 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.

**Relocation Assistance Entitlements May Include (documentation is required on all claims):**

1. Direct Moving Expenses up to a maximum of 50 miles for moving personal property.
2. Reestablishment Expenses up to $50,000 for expenses incurred in reestablishing your business operation (these funds cannot be used for new construction or the purchase of capital assets).
3. Additional Moving and Related Moving Expenses.
4. Replacement site search costs up to $2,500, search area is limited within 50 miles of the displacement location.
5. Advisory Assistance as follows:

 A relocation specialist will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If you request, the Agency will provide you with information on the availability, purchase prices, and/or rental costs for replacement sites.

A complete list of relocation entitlements for which you may be eligible can be found in WAC 468-100-301(4); WAC 468-100-301(7) (a through g) and (k through r); WAC 468-100-303; WAC 468-100-306.

**Occupancy of Property**

When appropriate, you will receive a Notice of Relocation Eligibility, Entitlement, & 90-Day Assurance providing you with the earliest date that you could be required to vacate the property.

**Right to Appeal**

INSERT AGENCY APPEAL LANGUAGE

The Agency looks forward to assisting you in any way it can. Please sign on the line provided below to acknowledge receipt of this letter. Please feel free to contact your relocation specialist with any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

INSERT AGENCY NAME

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS

Enclosure (Relocation Assistance Program Brochure)

**Acknowledgment of receipt of General Notice letter**

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_