INSERT DATE

INSERT DISPLACEE (BUSINESS) NAME

INSERT DISPLACEE (BUSINESS) ADDRESS

**Relocation Assistance Program**

**General Notice of Relocation Rights for Non-Residential**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE (BUSINESS) NAME:

This notice is to inform you that the property you are occupying atINSERT DISPLACEE ADDRESSis 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.

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 occupancy 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 income on your taxes. 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 owner of an unincorporated business, farm, or nonprofit organization that is an alien not lawfully present in the United States is ineligible for relocation assistance. Any incorporated business that is not authorized to conduct business within the United States is also ineligible for relocation assistance.

**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 to purchase capital assets, construction of a new building, or construction, reconstruction, or rehabilitation of an existing building).
3. Additional Moving and Related Moving Expenses as follows (Documentation will be required):
4. Replacement site search costs up to $5,000; search area is typically limited within 50 miles of the displacement location.
5. Replacing obsolete printed materials.
6. Loss (or replacement) of tangible personal property.
7. Replacement value insurance for the move.
8. Planning expenses as it relates to the personal property (must be pre-approved and completed by a hired professional – a minimum of two scopes of work or bids will be required).
9. Supervision expenses as it relates to the personal property (must be pre-approved).
10. Licenses, permits, and certificates (as required to operate the business).
11. Temporary storage up to 12 months (if necessary and pre-approved, request must be in writing prior to move).
12. Utility connection to available nearby utilities from property line to improvements at the replacement site.
13. Professional hired services performed prior to the purchase or lease of a replacement site to determine its suitability for your business, including but not limited to, soil testing, feasibility, and marketing studies.
14. Impact fees or one-time assessments for anticipated heavy utility usage, as determined necessary by the Agency.
15. 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. You should be aware that, ultimately, it is the business owner’s responsibility to locate a replacement site.

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.

**Fixed Payment (In-Lieu)**

Your business may be eligible to choose a fixed payment in lieu of payments for actual moving and related expenses, and reestablishment expenses. **Under this option, your business would be ineligible to receive reimbursement for any other relocation expenses.** The minimum fixed payment is $1,000 and the maximum payment is $53,200. The business must meet certain criteria to be eligible for this payment, as described in WAC 468-100-304. The fixed payment option is not available to landlord businesses. Your relocation specialist will be able to help answer your questions regarding the fixed payment.

# Occupancy of Property

# When appropriate, you will receive a Notice of Relocation Eligibility, Entitlements & 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_