**Add Agency Logo**

PERSONAL PROPERTY ONLY

RELOCATION ASSISTANCE PROGRAM

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# Introduction

The Relocation Assistance Program is designed to establish a uniform policy to help minimize any hardships you may experience because of your move. The program is administered following the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, as amended (Uniform Act or URA). The Uniform Act provides for certain relocation payments and advisory assistance for displaced persons.

Federal law requires certification of residency status. You will be required to sign a form certifying you are lawfully present in the United States before the relocation process can begin. Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments.

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.

# 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).

# 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 for the project but where the residence located on the property will not be affected.
* Personal property is located on a portion of the property that is being acquired but where the business located on the property can still operate after the acquisition of the property needed for the project and where the business will not incur reestablishment expenses.
* Personal property that is in a storage facility that will be acquired in whole or in part.
* Owners of vehicles, trucks, recreational vehicles, boats, and other miscellaneous trailers, either operational or not, that are located on the property that will be acquired.
* Personal property that is 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 direct moving expense for moving your personal property, including transportation costs up to a maximum of 50 miles.

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.

Before the move, you should work with your Relocation Specialist to prepare a written and photo inventory of the items to be moved.

Please do not move until you have signed a “Moving Expense Agreement”. You can jeopardize your rights to receive relocation assistance entitlements unless you advise the Agency in advance of moving.

# Commercial Move Option

As a displaced person, you can request that the Agency provide a commercial mover and pay that mover directly. You will need to work with your Relocation Specialist 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. The self-move option is based on either bids by qualified movers, an estimate by your Relocation Specialist, or predetermined move cost schedules. If bids are required, your Relocation Specialist will prepare a Request for Proposal and Moving Specifications 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

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

|  |  |
| --- | --- |
| **Size of Storage Unit** | **Move Cost** |
| 5' by 5' (25 sq. ft.) | $300 |
| 5' by 10' (50 sq. ft.) | $600 |
| 5' by 15' (75 sq. ft.) | $900 |
| 10' by 10' (100 sq. ft.) | $1,200 |
| 10' by 15' (150 sq. ft.) | $1,800 |
| 10' by 20' (200 sq. ft.) | $2,400 |
| 10' by 25' (250 sq. ft.) | $3,000 |
| 10' by 30' (300 sq. ft.) | $3,600 |
| 10' by 40' (400 sq. ft.) | $4,800 |
| 15' by 20' (300 sq. ft.) | $3,600 |
| 15' by 30' (450 sq. ft.) | $5,400 |
| 20' by 40' (800 sq. ft.) | $9,600 |

Move costs for vehicles, trailers, etc., not connected to utilities shall be based on the following schedule:

* Operational vehicles and motor homes $300 each.
* Boats with trailers, utility trailers, car trailers, travel trailers, and fifth-wheel trailers $300 each.
* Non-operational vehicles and motor homes that require towing $300 each.

A dislocation allowance of $50.00 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 $300 for the first appliance and $100 for each additional 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, the Agency may obtain one or more bids or estimates from qualified movers to use as a guideline to determine if costs are reasonable.

# Payment of Personal Property Only Entitlements

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

# Right to Appeal an Agency Decision

INSERT AGENCY APPEAL PROCESS AS APPROVED WITHIN THE AGENCY'S CURRENT ROW PROCEDURES

# Title VI Notice to Public

INSERT AGENCY TITLE VI NOTICE