INSERT DATE

INSERT DISPLACEE NAME

INSERT DISPLACEE ADDRESS

**Relocation Assistance Program**

**General Notice of Relocation Rights**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

This notice is to inform you that the property you are occupying at IINSERT 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.

Persons displaced as a result of this project may be entitled to certain 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. 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. This letter will inform you of the location of at least one comparable dwelling that is currently available as well as advise you of other relocation assistance that you are entitled to receive.

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 as defined in WAC 468-100-208.

**Relocation Assistance Entitlements may include (documentation is required on all claims):**

1. Replacement Housing Payment
2. Moving Expenses up to a maximum of 50 miles for moving personal property.
3. Incurred application or credit report fees required to lease a replacement dwelling (up to $1,000).
4. Advisory Services which include housing referrals, help in filing payment claims, transportation to look at replacement housing, and other necessary assistance to ease your inconvenience.

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, 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 PROCESS

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_