



September 12, 2022

TO:

Eastern Region Real Estate Services
Mega Projects Real Estate Services
North Central Region Real Estate Services
Northwest Region Real Estate Services

Olympic Region Real Estate Services
South Central Region Real Estate Services
Southwest Region Real Estate Services
Headquarters Real Estate Services

FROM: Kevin Workman, Real Estate Services Program Administrator *JKW*

SUBJECT: 1st Contact with Property Owners

The purpose of this memorandum is to clarify expectations for first contact with property owners and displacees as part of the pre-acquisition and pre-relocation activities to ensure compliance with state and federal laws and regulations, specifically 49 CFR 24.102(b), 49 CFR 24.203(a), and WAC 468-100-203(1).

The statutes referenced above stipulate that “as soon as feasible,” we shall provide certain written notices informing property owners “of the Agency's interest in acquiring the real property and the basic protections provided to the owner by law,” as well as providing displacees “a general written description of the Agency’s relocation program.” Considering the phrase “as soon as feasible” is somewhat ambiguous, it is necessary to set a deadline to clarify expectations and ensure compliance with state and federal laws and regulations. **This policy memo sets a deadline to provide the required notices no later than the receipt of approved ROW plans, exhibits, or parcel acquisition plans as it pertains to any individual parcel or project.**

The required notices include:

- Introductory Letter (RES Form #364), previously titled the “Welcome and Appraisal Letter.” The following shall accompany the Introductory Letter, as applicable:
 - Property Needs & You brochure
 - Relocation Brochure (if there are displacees)
 - General Notice (if there are displacees)
(RES-501 Non-Residential; RES-502 Landlords; RES-503 PPO; RES-504 for Residential)

HQ is in the process of updating the appropriate chapters of the ROW manual to reflect these policy changes. Please distribute this memorandum to all Property & Acquisition Specialists in your office and call if you have any questions.

Attachments: Introductory Letter RES form #364 (REVISED)