Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ File Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, the Department of Transportation initiated negotiations to purchase all or a portion of the property located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. At the time of the offer, an inventory of personal property was taken and you were identified as the owner. As the owner of the listed personal property, you are entitled to certain relocation benefits under the Department’s Relocation Assistance Program. These benefits are outlined below:

1. **RELOCATION ADVISORY ASSISTANCE:**The Department will help you find a new place to relocate your personal property and assist you in making arrangements to move your personal property from the property being required.
2. **MOVING AND RELATED EXPENSES:**You may be reimbursed the cost to relocate your personal property based on actual moving and related costs as the Department determines to be reasonable and necessary. The following moving expenses may be considered by the Department:
	1. Transportation of personal property limited to 50 miles or less. Distances beyond 50 miles are not eligible, unless the Department determines that relocation beyond 50 miles is justified.
	2. Packing, crating, unpacking, and uncrating of the personal property.
	3. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated personal property.
	4. Storage of the personal property not to exceed 12 months, unless the Department determines that a longer period is necessary.
	5. Insurance for the replacement value of the personal property in connection with the move and necessary storage.
	6. The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of your own, your agent, or your employee) where insurance covering such loss, theft, or damage is not reasonably available.
	7. Other moving related expenses as the Department determines to be reasonable and necessary.
	8. Based on the provision of “low value/high bulk,” the Department may determine that the cost of moving the property would be disproportionate to its value, in which case the move payment shall not exceed the amount which would be received if the property were sold at the site.

**CAUTION:**In order to qualify for reimbursement of the above‑described expenses, you **MUST:**

1. Provide the Department with an updated list of the personal property to be moved at least thirty (30) days in advance of the start of your move;
2. Notify the Department at least fifteen (15) days in advance of the date of the start of your move or disposition of your property;
3. Permit the Department to monitor the move and make reasonable and timely inspections of the personal property at both the displacement and replacement sites. Failure to comply with any of the requirements may result in your losing part or all of your benefits.

You should also be aware that you are not entitled to payment, under the relocation regulations, for:

* The cost of moving any structure or other real property improvement in which you reserved ownership;
* Interest on a loan to cover moving expenses;
* Personal injury.

You may move either by commercial mover or take full responsibility for all or part of the move. If you elect a “self‑move,” the Department must first obtain at least two (2) acceptable bids or estimates.

If you lease or rent from the Department, failure to pay necessary rental payments to the Department may reduce the relocation payment that you will receive.

Moving and related payments are not considered as income for the purposes of personal income tax laws. Furthermore, these payments are not considered income or resources to recipients of public assistance. Relocation payments are normally made within sixty (60) days of the date that your completed claim is received by the Department.

You will be given at least 90 days’ written notice before you will be required to move the personal items from the property.

It is important that you understand the matters explained above which relate to your eligibility. If at any time you want assistance, please contact your relocation agent by writing, telephoning, or visiting me at the address listed below.

The Uniform Act provides that a person may appeal to the head of the responsible department if the person believes that the Department has failed to properly determine the person’s eligibility or the amount of the payment authorized by the Uniform Act. You have the right to be represented by legal counsel at your own expense, but their presence is not required. If you still believe a proper determination has not been made by the Relocation Appeals Board, you may seek judicial review. You may submit an appeal in writing to:  Caltrans, Right of Way Office, Relocation Appeals Board, 1120 N Street, Sacramento, CA 95814.

Displacees not lawfully present in the United States are ineligible for relocation payments and assistance. Certification of legal U.S. residency status must be on file with the Department for all household members in order to receive benefits.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Relocation Agent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relocation Agent Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone

# ACKNOWLEDGEMENT

I was personally contacted by the above agent for the Department of Transportation. I have had the services and entitlements available explained to me. I was further advised that the Department of Transportation Relocation Assistance Program is available to assist me if any questions arise or as assistance is needed. I have been given a copy of this form letter.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Displacee’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_