

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Adoption of Resolution No. 487 – Approving the Relocation Plan and City Manager Property Acquisition Authority for the N 175th Street, Stone Avenue N to I-5 Project

DEPARTMENT: Public Works

PRESENTED BY: Tricia Juhnke, City Engineer

ACTION: ☐ Ordinance ☒ Resolution ☐ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

The N 175th Street, Stone Avenue N to I-5 Project (N 175th Street Project) has recently entered the early acquisition Right-of-Way (ROW) phase. Property appraisals are underway, and settlement offers and negotiations with property owners will begin soon. In this phase of property acquisition, the City will purchase four parcels required for construction of the N 175th Street Project. This Capital Improvement Project supports growth and promotes safety by widening the roadway, constructing multi-modal improvements along the full length of the corridor, revising traffic channelization, and providing intersection improvements at N 175th Street and Meridian Avenue N.

The City Manager has property acquisition and relocation claims authority up to \$50,000 under Shoreline Municipal Code (SMC) Section 2.60.090. The SMC section allows for project specific adjustments in these acquisition policies. In order to keep the ROW process moving in a timely manner for the N 175th Street Project, staff is requesting that the City Council take action on proposed Resolution No. 487 (Attachment A), which is project specific.

Proposed Resolution No. 487 increases the City Manager's signing authority from \$50,000 to \$1,000,000 for property acquisition. The increase is limited to the early acquisitions ROW phase for the N 175th Street Project. Additionally, the resolution approves the Relocation Plan that authorizes the City Manager to approve documented relocation claims up to the limits prescribed by federal or state law regardless of amount.

The City Council discussed proposed Resolution No. 487 at their April 18, 2022 City Council meeting. Tonight, Council is scheduled to take action on proposed Resolution No. 487.

RESOURCE/FINANCIAL IMPACT:

The N 175th Street Project has sufficient funds for property acquisition. Proposed Resolution No. 487 does not negatively impact the project funding or financial impact.

Proposed Resolution No. 487 impacts project resources and costs in three primary ways:

1. Allows the relocation process to move forward without delay in a housing market that requires rapid response.
2. Reduces staff time needed to prepare staff reports and present property specific acquisitions or relocation to Council for approval.
3. Reduces the likelihood of property costs increasing while staff receives Council approval.

Property values are professionally determined under contract with a Washington State Department of Transportation (WSDOT) approved ROW consultant and are not affected by this proposed Resolution. All properties over \$25,000 are appraised by an independent firm, then that appraisal is reviewed by a second independent firm. Offers are subject to WSDOT review. Since the City does not have a real estate division and staff with the expertise for property acquisition, the City is required to use a ROW consultant as approved by WSDOT. This ROW consultant prepares offers based on appraisals and federal regulations on the City's behalf. The ROW expert also provides guidance on relocation claims submitted to the City citing appropriate code.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 487 approving the Relocation Plan and granting the City Manager property acquisition authority to \$1,000,000 for the N 175th Street, Stone Avenue N to I-5 Project.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The N 175th Street Project is designated as one of seven growth projects in the City's [Transportation Master Plan](#). The N 175th Street Project will support growth and promote safety by widening the roadway, constructing multi-modal improvements along the full length of the corridor, revising traffic channelization, and providing intersection improvements at N 175th Street and Meridian Avenue N. Planned improvements include reconstruction of the existing street to provide two traffic lanes in each direction; medians and turn pockets; bicycle lanes; a multi-use path; curb, gutter, and sidewalk with planter strip where feasible; illumination; landscaping; retaining walls; and a new signal system at the Meridian Avenue N intersection.

The N 175th Street Project is entering the early acquisitions ROW phase and is currently conducting property appraisals and reviews and will be ready to make offers in the near future. In order to streamline the process, staff is requesting that Council increase the City Manager's purchasing authority and approve the current Relocation Plan for the N 175th Street Project. Proposed Resolution No. 487 increases the City Manager's signing authority to \$1,000,000 for property acquisition in the early acquisitions ROW phase for the N 175th Street Project. Additionally, it approves the Relocation Plan that authorizes the City Manager to approve documented relocation claims up to the limits prescribed by federal or state law regardless of amount.

DISCUSSION

City Council discussed proposed Resolution No. 487 (Attachment A) at their April 18, 2022, Council meeting. The staff report for this Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2022/staffreport041822-8c.pdf>.

Following discussion of the proposed Resolution, Council provided direction to staff to bring proposed Resolution No. 487 back for action at tonight's Council meeting.

COUNCIL GOAL(S) ADDRESSED

The N 175th Street Project directly supports two of the City Council goals:

- Goal 2 - Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.
- Goal 3 - Continue preparation for regional transit in Shoreline.

RESOURCE/FINANCIAL IMPACT

The N 175th Street Project has sufficient funds for property acquisition. Proposed Resolution No. 487 does not negatively impact the project funding or financial impact.

Proposed Resolution No. 487 impacts project resources and costs in three primary ways:

4. Allows the relocation process to move forward without delay in a housing market that requires rapid response.

5. Reduces staff time needed to prepare staff reports and present property specific acquisitions or relocation to Council for approval.
6. Reduces the likelihood of property costs increasing while staff receives Council approval.

Property values are professionally determined under contract with a Washington State Department of Transportation (WSDOT) approved ROW consultant and are not affected by this proposed Resolution. All properties over \$25,000 are appraised by an independent firm, then that appraisal is reviewed by a second independent firm. Offers are subject to WSDOT review. Since the City does not have a real estate division and staff with the expertise for property acquisition, the City is required to use a ROW consultant as approved by WSDOT. This ROW consultant prepares offers based on appraisals and federal regulations on the City's behalf. The ROW expert also provides guidance on relocation claims submitted to the City citing appropriate code.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 487 approving the Relocation Plan and granting the City Manager property acquisition authority to \$1,000,000 for the N 175th Street, Stone Avenue N to I-5 Project.

ATTACHMENTS

Attachment A: Proposed Resolution No. 487

Attachment A, Exhibit A: Relocation Plan for the N 175th Street Project

RESOLUTION NO. 487

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON APPROVING THE RELOCATION PLAN FOR THE NORTH 175TH STREET, STONE AVENUE NORTH TO INTERSTATE 5 PROJECT, AND INCREASING CITY MANAGER PROPERTY ACQUISITION AUTHORITY FOR CERTAIN PROPERTIES.

WHEREAS, for several years the City has been seeking to redevelop the N 175th Street Corridor, to provide safety, mobility, and transportation improvements that will support projected growth, and has designed a project in this regard, the N 175th Street, Stone Avenue North to Interstate 5 Project (“175th Street Project”); and

WHEREAS, the 175th Street Project is contained in the City’s Capital Improvement Plan and the City has obligated Federal Surface Transportation Program grant funds for the 175th Street Project with the Washington State Department of Transportation and has allocated Transportation Impact Fees; and

WHEREAS, pursuant to SMC 2.60.090(A)(2), the City Manager may acquire real property as part of an approved and funded project contained in the City’s Capital Improvement Plan up to \$50,000 unless another amount is specifically authorized for a particular project; and

WHEREAS, SMC 2.60.090(A)(3) states that when property acquisition requires relocation of the residents that exceeds the City Manager’s acquisition authority, the City Manager may authorize relocation claims up to the limits prescribed by federal or state law provided that the City Council has approved a project relocation plan; and

WHEREAS, four properties identified for acquisition for the 175th Street project are expected to exceed the City Manager’s authority granted in SMC 2.50.090(A)(2) given the current real estate market; and

WHEREAS, the City has developed a Relocation Plan for the 175th Street Project which includes good faith parcel relocation costs estimates that exceed the City Manager’s acquisition authority and the City Council may approve a higher relocation limit for the 175th Street Project and issue an addendum to that Relocation Plan due to changes in acquisition requirements; and

WHEREAS, given the potential for property acquisition and relocation costs to exceed the City Manager’s authority set forth in SMC 2.60.090(A) for the 175th Street Project, the City Council has determined that it would be more efficient to increase that authority;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES:

Section 1. Real Property Acquisition Authority. The City Manager is authorized to acquire the four (4) properties identified below for the N 175th Street Project, Stone Avenue N to Interstate 5, when the cost of the property is no greater than \$1,000,000.00, subject to SMC

2.60.090(A)(2)(a)-(b). All purchases in excess of this amount shall be approved by the City Council.

Parcel Address	Parcel Tax Parcel Number
1610 N 175 th Street	0390100035
1611 N 175 th Street	3073500047
1615 N 175 th Street	3073500058
1616 N 175 th Street	0390100040

Section 2. Relocation Plan. Exhibit A is approved as the Project Relocation Plan for the N 175th Street Project, Stone Avenue N to Interstate 5. The City Manager is authorized to approve properly documented relocation claims up to the limits prescribed by federal or state law, regardless of the amount.

Effective Date. This Resolution shall take effect and be in full force upon passage.

ADOPTED BY THE CITY COUNCIL ON MAY 2, 2022.

Mayor Keith Scully

ATTEST:

Jessica Simulcik Smith, City Clerk

Relocation Plan For Shoreline 175th Street Stone Way to I-5 Project



**Prepared For
The City of Shoreline**

**By
Marco Vargas III
Senior Consultant**



April 1, 2022



Introduction

MVA, as a sub-consultant to Universal Field Services, has been engaged to carry out relocation services on behalf of the City of Shoreline (“City”). MVA has prepared and will administer this Relocation Plan (“Plan”) under the direction of the City. This Plan sets forth policies and procedures necessary to conform to statutes and regulations found in the Code of Federal Regulations, 49 CFR Part 24 and the Revised Code of Washington, RCW 8.26, and the implementing regulations of the Washington Administrative Code WAC 468-100 as well as the guidance of the lead agency for the area, Washington Department of Transportation (WSDOT).

The City will provide an offer to purchase four Parcels along 175th Street in Shoreline, Washington. The subject parcels are located at;

- 1610 N. 175th St. Shoreline, WA 98133
- 1611 N.175th St. Shoreline, WA 98133
- 1616 N. 175th St. Shoreline, WA, 98133
- 1615 N. 175th St. Shoreline, WA 98133.

The purchase of the subject parcels will require the necessary displacement of five identified occupants and one non-occupant homeowner.

The Identified Displacement(s):

- **1 Non-Residential**
 - Holly J. See, and John M. See, Non-Residential Landlord
- **4 Residential Occupants**
 - Emma Mrofchak, Caroline Porfier, and Cyrus Zerbe- Tenant Occupant
 - Karina Delgado- Tenant Occupant
 - Evann and Jason Tenuta- Homeowner Occupant
 - Alexander and Corazon Cruz- Homeowner Occupant

Non-Occupant Homeowner(s):

- **1 Non-Occupant Owner**
 - Rory Delgado

Assessment of Needs

MVA has conducted interviews with the displaced persons and their local representatives. Using these interviews and information on file or publicly available, MVA can implement the goals of this relocation plan. Identified relocations will be advised of their relocation eligibility, available entitlements, and other general relocation information, notices, and advisory assistance required by the Uniform Relocation Assistance Program 49 CFR part 24.

Details of Identified Displacements

1 Non-Residential Relocation:

Homeowner Landlord Business Holly J. See, and John M. See: The Holly and John, husband and wife owned parcel 039010-0035 is addressed 1610 N. 175th St. Shoreline, WA. The homeowners operate a business leasing the affected property to others as residential landlords (*CFR24.2(a)(4)(i)*). An occupancy survey has been completed and included in this plan (Exhibit A). Personal property of the displaced business is limited to appliances and small miscellaneous repair items such as paint or tools. The total lot size is 6,000 square feet, and the leased dwelling provides 1,600 square feet of living space. The property offers parking under a covered garage stall and no other major site improvements. The business qualifies for reestablishment as Landlord Business and eligible move costs of the identified personal property. We anticipate



a combination move to consist of self-move, actual move costs, and potential commercial move costs to relocate the identified personal property. Photos have been attached to document the affected parcel (Exhibit B).

4 Residential Occupants: Our correspondence with the displaced persons and occupant interviews have confirmed four residential displacements are in the project area. Two of these residences are tenant occupants leasing dwellings, and two are homeowner-occupants. Occupancy surveys have been completed for each occupant and attached (Exhibit A).

Tenant Occupant - Emma Mrofchak, Caroline Porfier, Cyrus Zerbe: The three tenants share a lease for the property owned by Holly and John See, addressed 1610 N. 175th St. Shoreline, WA. They have expressed interest in moving together and share the total leasing cost of the displacement location. The tenants work remotely and rely on public transportation and highway access nearby. There are three identified pets in the household one large dog and two small cats. Emma Mrofchak has identified herself as the primary contact for the tenants in the household. She occupies the dwelling with her boyfriend, Cyrus Zerbe, and a friend Caroline Porfier. The tenants will be eligible for relocation reimbursements in the form of one replacement housing payment and moving cost payment for the relocation of personal property up to 50-miles. MVA will prepare a Replacement Housing Payment analysis to identify comparable rental properties in the area and set a maximum eligible rent differential payment. If the tenants decide to go to different locations, the calculated RHP would be divided equally for each tenant. Photos of the tenant's occupancy have been included in Exhibit B.

Tenant Occupant - Karina Delgado: Karina initially moved into the property addressed 1611 N. 175th St. Shoreline, WA, with her sister while the two attended college in 2002. Her father purchased the property and has managed the property since then in an arm's length transaction. Karina now occupies the property as the sole occupant. She pays rent to her father in an unwritten occupancy agreement, and her father currently pays all utility costs except for the garbage fee. Karina has taken responsibility for the property upkeep and manages the replacement of damaged or worn items in the house, such as the heating system or the roof. Karina is a self-employed dog watcher and walker; her client base is located in the shoreline area, and she uses the dwelling to house the dogs during daycare. Karina does not pay a consistent rental amount to her father. She has an estimated annual income within the low-income threshold of the King County Housing and Urban Development Income Limits. The Code of Federal Regulations 49, part 24 directs that the agency may utilize a displaced person's income in the market study for a below-market rental rate or sporadic rent payment if they qualify as a low-income occupant. Given the circumstances of little or no rent, a comparable housing study will be prepared for Karina, using 30% of Karina's verified income as the basis for the calculation. MVA will obtain tax documentation or paystubs to verify Karina's annual income.

Homeowner Occupant - Evann and Jason Tenuta: The married couple recently purchased their home addressed 1616 N. 175th St. Shoreline, WA, in 2019. They have one newborn girl and a large dog. The property provides 960 Square feet of living space, three bedrooms, two bathrooms on an 8,640 Square foot lot. The owners utilize an exterior storage shed and a parking platform added in a renovation before their purchase but have no additional onsite improvements. The couple has [REDACTED] remaining in an outstanding mortgage balance with an interest rate of 3.88%. The dwelling is well furnished but not overly accumulated. The displaced occupants are eligible for a replacement housing payment and moving cost payment to relocate their personal property and purchase a replacement dwelling. MVA will compile a market study of local properties with similar attributes to identify a comparable sales price.

Homeowner Occupant - Alexander and Corazon Cruz: The Cruz family consists of Alexander Cruz and his wife Corazon Cruz, their son Tomi-Jarrell and their daughter Jean-Marie. The married couple purchased the property in 1993 and have since paid off the mortgage entirely. The family relies heavily on public transportation to commute to work and school. Tomi-Jarrell attends the local high school as a full-time student, Jean-Marie works part-time and attends the University of Washington, Corazon works full-time as a caregiver for the Christian ministry, Alexander is a full-time King County Metro Maintenance Manager Technician. The family has two non-operating vehicles on the property that may require towing and has acquired significant personal property within the dwelling. We have adjusted the room count to



reflect a larger occupancy than the minimum rooms. A complete photo sheet is attached within Exhibit B. Upon eligibility, the Cruz household will qualify for a replacement housing payment and reimbursement of any identified move costs.

1 Non-Occupant Homeowner - Rory Delgado: Our Initial interviews and documentation reviews indicate a single affected homeowner Rory Delgado will qualify as a non-occupant homeowner eligible as a Personal Property Only (PPO) displacement. Described within **49 CFR 24.301(e)**, a Personal Property Only move provides eligibility for a person who is required to move personal property from the real property but is not required to move from a dwelling, business, farm, or non-profit organization. Due to the inconsistent nature of the rental payments by Karina Delgado and the absence of any formal documentation of a lease agreement, we have concluded that Rory Delgado does not qualify as a landlord business described in the Code of Federal regulation, **49 CFR 24.2(a)(4)(i)**. Should Mr. Delgado or his wife store or own any personal property on the affected parcel, they are eligible for reimbursement of any cost related to relocating that personal property. They do not qualify for the replacement housing reimbursements or reestablishment costs as they do not live on the property as a dwelling, nor does it verifiably operate in the business of leasing to others. An appraisal walkthrough is scheduled for March 28th, 2022, at which point MVA can provide an accurate estimate of the moving costs. In this Relocation Plan, we have provided an estimate which includes reimbursement if the property owners owned only the appliances in the property.

ROW Number	Tenant / Occupant	Relocation Type	Tax Parcel ID	Street Address
SI01A	Holly J. See and John M. See	Non-Residential Landlord Business	039010-0035	1610 N. 175 th Shoreline, WA 98133
SI01B	Emma Mrofchak, Caroline Porfier, Cyrus Zerbe	Residential Tenant	039010-0035	1610 N. 175 th Shoreline, WA 98133
SI02A	Rory Delgado	Personal Property Only	039010-0047	1611 N. 175 th Shoreline, WA 98133
SI02B	Karina Delgado	Residential Tenant	039010-0047	1611 N. 175 th Shoreline, WA 98133
SI03A	Jason Tenuta and Evann Tenuta	Residential Homeowner Occupant	039010-0040	1616 N. 175 th Shoreline, WA 98133
SI04A	Alexander and Corazon Cruz	Residential Homeowner Occupant	307350-0058	1615 N. 175 th Shoreline, WA 98133

Upon delivering the acquisition offer package to the identified owners, MVA will provide a relocation packet consisting of a General Information Notice and a Relocation Assistance Program Brochure. This will be followed by an eligibility packet that consists of Notice of Eligibility, Entitlements, and 90 Day Assurance Letter Relocation Packet for the related category of Non-Residential, Residential, or Personal Property Only Eligibility. Relocation services for the displaced occupants will include advisory services, reimbursement of qualified reestablishment or replacement housing expenses, and move costs. Relocation Services for Personal Property Only displacements will consist of advisory services and eligible reimbursements of move costs using guidance from the Code of Federal Regulations, Washington Administrative Code, and Revised Codes of Washington. We will review and process any reasonable and necessary reimbursement claims through the City on behalf of the displaced occupants.



Area Demographics and Characteristics

The project area is located on 175th Street within a portion of properties primarily consisting of single-family homes in the Meridian Park neighborhood of the City of Shoreline. First incorporated in 1995, the City of Shoreline has a population of 58,608 as of the April 1, 2020 census. An estimated 68% of persons identified as white alone, and the next largest population, Asian alone, represents 15.5% of the city's census data. The Median Household income for the area is \$91,524.00 and per capita income is \$46,184.00. The Median sales price of owner-occupied housing units is \$710,000, and the median rent is \$1,635.00. North 175th street has been identified as a moderate traffic nuisance, according to the King County area report completed in 2021 due to its proximity to the highway and popular storefronts. Each affected property was built between 1950 and 1965, although the Tenuta property was remodeled in 2017 per the King County permit history.

Relocation Assistance Program

A relocation representative from MVA will assist the identified eligible displacements. MVA staff will maintain personal contact with the identified displacees until the relocation process has been completed.

As a function of the overall relocation assistance program, technical and advisory assistance will be provided to the identified displacements by the contracted relocation representatives. The following services and tasks will be undertaken:

1. Each identified permanent displacement will be personally interviewed to gather appropriate information to determine the needs and preferences about the replacement site. The relocation personnel will complete inquiries related to site availability within a 5–10-mile radius, relevant building and lot size, physical layout, required number of parking stalls, and preferences similar to the displacement site.
2. As soon as feasible, the relocation representative shall explain the relocation payments and other assistance for which tenant businesses may be eligible, including related eligibility requirements and the procedures for obtaining such assistance. If not already completed, a General Information Notice and a Notice of Eligibility, Entitlements, and 90 Day Assurance Letters will be prepared and delivered. (Exhibit C)
3. Distribution of informational brochure(s) for the Relocation Assistance Program pertaining to Personal Property Only Relocations Residential Relocations and Non-Residential Relocation (Exhibit D).
4. Conduct inventory of all personal property for Personal Property Only and Non-Residential Businesses.
5. Assist in determining the best method of relocating the personal property for all displaced occupants.
6. Assist the identified displacements in finding a replacement site. This could include multiple listing services, searching internet sites, and physically canvassing neighborhoods.
7. Assistance will be provided to complete appropriate forms and coordinate moving arrangements. Identified displacees will be informed of acquisition timing and receive proper notice to prepare for required moves. Claims for compensable expenses associated with the move will be processed expeditiously.
8. Assistance in the form of referrals to third-party services will be made, as appropriate.
9. Bilingual assistance will be provided as needed.

Relocation Benefits Categories

Relocation benefits will be provided per the applicable regulations and the Uniform Relocation Assistance Program 49 CFR part 24. Benefits will be paid upon submission of required claim forms and documentation needed following approved procedures. The City of Shoreline will provide appropriate benefits for each identified displacement as required by the Uniform Relocation Assistance Program, the Washington Administrative Codes, and the Revised Codes of Washington.



Non-Residential Displacement(s):

Relocation payments are broken down into four types:

1. Moving and Related Nonresidential Expenses
2. Reestablishment Expenses
3. Related Moving Expenses
4. Fixed Moving Payment

Eligible expenses for moving personal property include:

- Transportation costs for a distance up to a maximum of 50 miles
- Packing, crating, unpacking, and uncrating
- Disconnecting, dismantling, removing, reassembling, and reinstalling relocated machinery, equipment, and other personal property
- Modifications to personal property to accommodate the replacement site or mandated codes or ordinance

Eligible expenses for “related nonresidential expenses”

- Professional services performed prior to the purchase/lease of a replacement site to determine suitability for the business operation
- Impact fees and one-time assessments for anticipated heavy utility usage
- Utility connection expenses associated with running the utilities from the right of way adjacent to the replacement site to the improvement on the replacement site (not related to personal property)

Reestablishment Expenses

Displaced businesses are eligible to receive a payment, not to exceed \$50,000, for all expenses actually incurred in relocating and reestablishing the business operation considered by the agency to be reasonable and necessary. These may include, but are not limited to, the following:

- Repairs or improvements to the replacement real property as required by federal, state, local law, code, or ordinance
- Modifications to the replacement real property to accommodate the business operation or make replacement structure suitable for conducting the business
- Construction and installation costs for exterior signage to advertise the business
- Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting
- Advertisement of replacement location
- Estimated increased cost for two years at the replacement site for such items as:
 - Lease or rental charges
 - Personal or real property taxes
 - Insurance premiums
 - Utility charges, excluding impact fees

Related Moving Expenses

Replacing Printed Materials and Business Items

Expenses to replace existing stocks of printed materials and business items made obsolete by the move that require an address or phone number change are eligible for reimbursement. This includes invoices, stationery, business cards, and promotional items. A copy of the old and newly printed items will be needed. In some cases, rather than replacing printed materials, a functionally equivalent alternative may be used in the replacement site according to agency approval.



Search Expenses

Businesses are entitled to reimbursement for expenses in searching for a replacement property not to exceed \$2,500. Expenses may include transportation, meals, and lodging when away from home; the reasonable value of the time spent during search must be preapproved; fees paid to real estate agents, brokers, or consultants to locate a replacement site exclusive of any fees or commissions related to the purchase of the site; time spent in obtaining permits and attending zoning hearings; and time spent negotiating the purchase of a replacement site based on reasonable salary or earnings. The business will be required to document search efforts in a site search log that the relocation specialist will provide. The search area is limited to 50 miles of the displacement location.

Insurance for the Move

Total replacement value (over and above the mover's standard coverage) connected with the move.

Licenses, Permits, and Certificates

Licenses, permits, or certification requirements that are eligible for reimbursement.

Move Planning Expenses

Depending on the complexity of the move, a professional can be hired to help with planning the move of personal property. A professional must be hired to be eligible for reimbursement. Planning expenses include only those necessary to plan the move, placement, and layout of the personal property and must be supported by documentation, i.e., floor plan layout and log of work performed.

Move Supervision Expenses

Supervision expenses include reimbursement of time to supervise the move. Supervision is sometimes necessary to direct personal property placement and facilitate the moving process. The time to oversee the move (does not include planning) is limited to no more than the length of time it would take a professional mover to complete the actual physical move. Hourly labor rates are based on reasonable salary or earnings and must be preapproved by the agency before initiating the move. All expenses must be actual, reasonable, and necessary, as determined by the agency.

Temporary Storage

Eligibility for the cost to store personal property in a commercial storage facility. Storage expenses will be reimbursed if the agency considers them reasonable and necessary. Storage must be preapproved and is limited to 12 months. The request must be in writing.

Direct Loss of Tangible Personal Property

The choice to abandon an item of personal property rather than relocating the item, the payment is based upon the lesser of the cost to move the item, or the market value in place "as is," less any proceeds from the sale of the item. A reasonable attempt to sell the item is required.

Substitute Personal Property

Choice of promptly replacing an item of personal property rather than relocating the item, the payment is the lesser of the cost to move the item, or the cost of providing the substitute item, less any proceeds from the sale of the item. A reasonable attempt to sell the item is required.

Fixed Payment (In Lieu) of Moving Costs (Not Applicable for Landlord Business)

A "Fixed Moving Payment" provides an option for moving expenses based on the net earnings of your business. Landlords are not eligible to receive a fixed moving payment.



All required documentation and a Move Expense Agreement will be acknowledged and signed before eligible entitlement can be issued.

Residential Displacement(s):

Residential Displacements are eligible for two monetary reimbursements:

1. Moving and Related Expenses
2. Replacement Housing Expenses

Moving and Related Expenses

Displaced occupants may choose from one or a combination of the following three moves:

- Commercial move- moves completed by a professional mover
 - Reimbursement is limited to 50-miles
 - Displaced persons are eligible for the maximum replacement insurance.
- Fixed Payment Self-move
 - Using the moving cost schedule provided by the Federal Highway Administration, Displaced Persons are provided a room count based on the occupancy of their displacement location.

Number of Eligible Rooms	Eligible Reimbursement
1	\$800.00
2	\$1,100.00
3	\$1,400.00
4	\$1,700.00
5	\$2,000.00
6	\$2,300.00
7	\$2,600.00
8	\$2,900.00
Each Additional Room	\$300.00

- Actual Cost Self-move
 - Displaced Tenants or Homeowners may claim a direct reimbursement of actual costs incurred for moving. Receipted bills for labor and equipment must support these costs. Hourly labor rates should not exceed the cost paid by a commercial mover. Equipment rental fees should be based on the actual cost of renting the equipment but not exceed the cost paid by a commercial mover.

Replacement Housing Expenses for 180-day homeowner-occupants

Persons that have continuously occupied a displaced dwelling for a minimum of 180-days prior to the initiation of negotiations are eligible for the following replacement housing reimbursements in addition to the above listed moving-related expenses:

- Price Differential
 - A comparable replacement housing study is created to compare the cost of a comparable replacement dwelling to the acquisition value of a dwelling. Should a displacee settle for additional funds through an administrative settlement, the price differential will be reduced to account for that negotiated increase. The maximum statutory payment for a price differential is \$31,000.00.



- The study will compare the price as follows:

Price of Comparable Property	\$130,000.00
Acquisition Price of Property	-\$120,000.00
Maximum Price Differential	\$ 10,000.00

- Mortgage Interest Differential Payment (MIDP)
 - Displaced homeowners may be reimbursed for the increased mortgage interest costs if the interest rate on a new mortgage exceeds that of the present mortgage. A bona fide mortgage must have encumbered the displacement dwelling 180-days prior to the initiation of negotiations. The payment for increased mortgage interest cost is that amount that will reduce the mortgage balance on a new mortgage to an amount that could be amortized with the same monthly payment for principal and interest as that for the mortgage(s) on the displacement dwelling. At or near closing, the displaced owners will be advised of the approximate amount of this payment.
- Incidental Purchase Expenses
 - Displaced Homeowners are eligible for reimbursement of incidental expenses necessary to purchase a replacement dwelling. These do not include prepaid expenses such as a purchaser's advanced payment into a reserve account payment of future taxes or insurance. These expenses may include an appraisal, home inspections, title search, or recording fees. Each of these will be documents in the final closing statement to verify they are actual costs.

Replacement Housing Expenses for 90-Day Tenant Occupants.

Displaced tenants that have continuously occupied the subject property for a minimum of 90-days are eligible for a rental supplement payment in addition to the eligible moving expenses above. This rental supplement payment may be converted into down payment assistance in purchasing a replacement dwelling.

- Rental Supplement
 - The relocation specialist will complete a comparable replacement housing study to identify the cost of rent plus utilities for a Decent Safe and Sanitary replacement dwelling. That comparable will be reviewed against the cost of rent plus utilities at the subject property to identify the increased monthly cost of rent plus utilities. This increased cost will be multiplied by 42 months to determine the total maximum rental supplement.
 - The calculation occurs as follows:

Rent plus utilities of the Subject property	\$1,200.00
Rent plus utilities of the comparable property	- \$1,100.00
Monthly Rent Differential	\$100.00
Multiplied by 42 Months	X 42 Months
Total Maximum Rent Supplement Payment	\$4,200.00
- Down Payment Assistance
 - Displaced Occupants may use the greater amount between the maximum \$7,200.00 and their calculated rental supplement towards the down payment and additional incidental expenses in purchasing a replacement dwelling. The combined amount of the down payment assistance and incidental expenses cannot exceed the amount of the computed rental supplement or the down payment, whichever is greater.



Housing of Last Resort

The displacing agency may utilize Last Resort housing (LRH) to provide additional funds to displacees or extend eligibility to persons who do not meet the length of occupancy requirements. LRH payments are justified in cases where the cost of available comparable housing exceeds the statutory limits of the Uniform Relocation Act or local codes. WSDOT has also provided guidance to address the competitive housing market in the planned project area. MVA will provide a recommendation on a case-by-case basis to review the necessity of additional replacement housing funds for displaced homeowners and tenant occupants beyond the statutory limits. Additionally, due to the competitive market present in the displaced zip code, a quarterly housing market analysis will be completed using the Northwest Multiple Listing Service data to identify the average sale to original list price ratio.

The housing of last resort payments will be calculated in a method that preserves the intent of the Uniform Relocation Act and the interests of the displaced persons, the project funds, and the displacing agency.

Personal Property Only Displacement(s):

Relocation payment types:

1. Moving Expenses within a 50-mile radius
 - a. Commercial Move option
 - i. Provide a commercial mover and pay mover directly.
 - b. Self-Move Option
 - i. A Self-Move is based on bids provided by qualified movers, an estimate by a Relocation specialist, or predetermined move cost schedules.
 - ii.

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
 - iii. Move costs for vehicles, trailers, etc., not connected to utilities shall be based on the following schedule:
 - Operational vehicles and motor homes \$50.00 each
 - Boats w/trailers, utility trailers, car trailers, travel trailers, and fifth-wheel trailers \$200.00 each
 - Non-operating vehicles and smaller motor homes that require towing \$200.00 each
 - Non-operating trucks and larger motor homes that require towing \$200.00 each
 - c. Actual Cost Move Option
 - i. Actual and reasonable costs to move personal property are based on acceptable documentation of actual costs. Proper documentation includes receipts for payments, paid invoices, copies of payment documents, timesheets of people hired to perform the move, etc.



All required documentation and a Move Expense Agreement will be acknowledged and signed before eligible entitlement can be issued.

Temporary Storage

Storage expenses will be reimbursed if the agency considers them reasonable and necessary. Storage must be preapproved and is limited to 12 months. The request must be in writing.

Replacement Sites

It is ultimately the responsibility of the displaced persons to locate a replacement site that best suits their needs. However, as part of the Advisory Services, MVA will conduct searches of available resources to identify available and potential replacement sites near the displacement location. An initial search has located potential replacement sites within the local 5-mile radius at approximately \$438.89 -\$990.57 per Sq. Ft per for sales and \$1.27 -\$2.63 per Sq. Ft for rentals. This relocation plan has included samples of available properties (Exhibit E).

Program Assurances and Standards

There are adequate funds to relocate the business. Services will be provided to ensure that the displacement does not result in different or separate treatment based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability, or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968.

The displaced Occupant will not be required to move without being given written notice at least 90 days prior to the vacate date.

Payment of Relocation Benefits

Relocation benefit payments will be made expeditiously. Claims and supporting documentation for relocation benefits must be filed with the City of Shoreline within 18 months from:

- i. the date the claimant moves from the acquired property; or
- ii. the date on which final payment for the acquisition of real property is made, whichever is later.

Immigration Status

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the Uniform Act to any alien not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien's spouse, parent, or child any of whom is a citizen, or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as the significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the City of Shoreline to affect the alien's spouse and parent or child negatively. The City of Shoreline may elect to authorize the payment of relocation assistance benefits to any otherwise eligible displacee from non-federally authorized reimbursable funds. To track and account for relocation assistance and benefit payments, relocation staff will be required to seek immigration status information from each displacement 18 years and older by having them self-certify their legal status.

Relocation Tax Consequences

In general, relocation payments are not considered income for the Internal Revenue Code of 1968 or the Personal Income Tax Law, Part 10 of the Revenue and Taxation Code. Displaced persons are encouraged to consult with personal tax advisors concerning the tax consequences or social service providers to obtain information concerning the tax consequences associated with relocation payments.

Appeals Policy



The identified displacements will have the right to file an appeal when there is a complaint regarding their rights to relocation and relocation assistance, such as determinations of eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral. The agency will follow the appeals procedures under Uniform Relocation Assistance Program 49 CFR part 24.10 Appeals.

(a) General. The Agency shall promptly review appeals in accordance with the requirements of applicable law and this part.

(b) Actions that may be appealed, any aggrieved person may file a written appeal with the Agency in any case that the person believes that the Agency has failed to properly consider the person's application for assistance under this part. Such assistance may include, but is not limited to, the person's eligibility for, or the amount of, a payment required under § 24.106 or § 24.107 or a relocation payment required under this part. The Agency shall consider a written appeal regardless of form.

(c) Time limit for initiating an appeal. The Agency may set a reasonable time limit for a person to file an appeal. The time limit shall not be less than 60 days after the person receives written notification of the Agency's determination on the person's claim.

(d) Right to representation. A person has a right to be represented by legal counsel or other representatives in connection with their appeal, but solely at the person's own expense.

(e) Review of files by the person appealing. The Agency shall permit a person to inspect and copy all materials pertinent to their appeal, except materials classified as confidential by the Agency. However, the Agency may impose reasonable conditions on the person's right to inspect, consistent with applicable laws.

(f) Scope of review of the appeal. In deciding an appeal, the Agency shall consider all pertinent justification and other material submitted by the person and all additional available information needed to ensure a fair and full appeal review.

(g) Determination and notification after appeal. Promptly after receipt of all information submitted by a person in support of an appeal, the Agency shall make a written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the person with a copy. If the complete relief requested is not granted, the Agency shall advise the person of their right to seek judicial review of the Agency decision.

(h) Agency official to review the appeal. The Agency official conducting the appeal review shall be either the head of the Agency or their authorized designee. However, the official shall not have been directly involved in the action appealed.

Eviction Policy

The displacing entity recognizes that eviction is permissible only as a last resort and that relocation records must be documented to reflect any eviction's specific circumstances. Eviction will only occur for nonpayment of rent, a severe violation of the rental agreement, a dangerous or illegal act in the unit, or if the tenant refuses all reasonable offers to move. Eviction will not affect a person's eligibility legally entitled to relocation benefits.

Dates of Displacement

Identified displacements will be issued a 90-day Assurance notice. The 90-day Assurance notice is expected to be published on or before **June 1, 2022**. The city of Shoreline may issue a notice to vacate for any acquired properties upon the expiration of the 90-day assurance period and transfer of possession. The move of the identified displacements is expected to be completed on or before **February 28, 2023**. Displaced homeowners will have 18-months to submit a relocation claim starting from the later of the vacate date or the date the final acquisition funds are issued. Displaced tenants will also have 18-months to submit claims from the final vacate date.



Estimated Relocation Costs

The acquisition will be funded with local, state, and federal funds. The eligible relocation benefit is based on reasonable and necessary costs for relocating the identified displacements. The estimated relocation costs of the identified displacements will range between \$76,400.00 and \$278,400.00 in Replacement Housing Payments, \$15,200.00, and \$25,000.00 in eligible move costs and moving-related expenses, and up to \$50,000 in reestablishment costs for the identified business.

ROW	Tenant / Occupant	Relocation Eligibility	Reestablishment	Estimated Replacement Housing Payment	Estimated Replacement Housing plus LRH Payment	Estimated Lower Move and Related Costs	Estimated Upper Move and Related Costs	Lower Range Total	Upper Range Total
SI01A	Holly J. See, John M. See	Non-Residential Landlord Business	\$50,000.00	N/A	N/A	\$800.00	\$1,500.00	\$50,800.00	\$51,500.00
SI01B	Emma Mrofczak, Caroline Porfier, Cyrus Zerbe	Residential Tenant	N/A	\$7,200.00	\$27,200.00	\$3,200.00	\$5,000.00	\$10,400.00	\$25,000.00
SI02A	Rory Delgado	Non-Occupant Owner - PPO	N/A	N/A	N/A	\$800.00	\$1,500.00	\$800.00	\$1,500.00
SI02B	Karina Delgado	Residential Tenant	N/A	\$7,200.00	\$47,200.00	\$3,200.00	\$4,000.00	\$10,400.00	\$51,200.00
SI03A	Jason Tenuta and Evann Tenuta	Residential Owner Occupant	N/A	\$31,000.00	\$102,000.00	\$3,200.00	\$6,000.00	\$34,200.00	\$108,000.00
SI04A	Alexander and Corazon Cruz	Residential Owner Occupant	N/A	\$31,000.00	\$102,000.00	\$4,000.00	\$6,000.00	\$35,000.00	\$108,000.00
		Totals by Category Estimated	\$50,000.00	\$76,400.00	\$278,400.00	\$15,200.00	\$24,000.00	\$141,600.00	\$352,400.00

Range: \$141,600.00-\$352,400.00

Last Resort Housing (LRH) Plan Process 90 Day Owner Occupants – Approved November 16, 2021, effective January 1, 2022, with the option to re-evaluate and request FHWA approval. The LRH Plan is intended to address Washington's current competitive housing market. These changes will provide additional relief when displacees make offers to purchase their replacement dwelling but lose out in the competitive housing market due to homes selling for more than the list price.

MVA will prepare a Market Analysis using the Northwest Multiple Listing Service's (NWMLS) data aggregate program, Realist. This program will compile recent sales by zip code and provide an average sale to list price ratio. WSDOT dictates that this analysis must be prepared a minimum of four times per year. MVA will reassess the LRH ratio quarterly to meet with guidance from WSDOT. MVA will complete a final analysis in the claim submittal for displaced homeowner-occupants to ensure accurate payment. WSDOT guidance requires that an LRH payment amount be updated if a displacee has not secured replacement housing in 6-months of occupancy.

The Notice of Eligibility has been updated to reflect the additional change, and the most recent Local Public Agency Form will be utilized in the claim submittal.



The average selling price for homes is 109.9% of the listing price in the Shoreline Area and 98133 zip code as of February 2022. This represents a 10% increase from the list price necessary for the Last Resort Housing payment. The median sales price for homes in the project area is \$710,000. Using the identified 10% increase from the LRH plan, we estimated an LRH payment of \$71,000. However, the actual home value will dictate the actual eligible payment.

Relocation Estimate Range \$141,600 - \$352,400.00

LRH Plan based on Market Data Up to \$202,000.00

Total Relocation Estimate Range \$141,600.00 - \$352,400.00.

The estimated relocation budget does not include payment to any portion of the property acquisition. The budget does not consider the cost of any services necessary to implement the plan and complete the relocation element of the parcel acquisition.

Relocation Eligibility Report

Project Title: 175th Street - Stone Way to I-5	Parcel No.: 03901-0035, 307350-0047,03901- 0040, 307350-0040
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There are persons and-or personal property that will be required to move from this parcel as a result of its acquisition. Complete the information below and transmit **immediately** to the Region Relocation Supervisor for Processing.

The date of **Initiation of Negotiations** _____

Name - Address - Telephone	Date Parcel was First Occupied by this Person or Personal Property
Owner(s):	
Holly See and John See– 1610 N. 175 th Shoreline, WA 98133: [REDACTED]	1989
Rory Delgado – 1911 N. 175 th St. Shoreline, WA 98133: [REDACTED]	2001
Jason and Evann Tenuta – 1616 N. 175 th St. Shoreline, WA 98133: [REDACTED]	2019
Alexander and Corazon Cruz-1615 N. 175 th St. Shoreline, WA 98133: [REDACTED]	1993
Tenant(s) (persons who lease-occupy property):	
Emma Mrofehchak, Caroline Porfier, Cyrus Zerbe – 1610 N. 175 th St. Shoreline, WA 98133 – [REDACTED]	July 2021
Karina Delgado – 1611 N. 175 th St. Shoreline, WA 98133 – [REDACTED]	October, 2001

Note: An Occupancy Survey must be completed for each party named above.

Region Relocation Supervisor _____ Date _____

Relocation Specialist _____ Date _____

Negotiator _____ Date _____



EXHIBIT A

OCCUPANY SURVEYS

Attachment A Exhibit A
Non-Residential (Landlord)
Occupancy Survey

Displacee Information

Project Title: Shoreline 175 th Street - Stone Way to I -5		Parcel No.: 03901-0035
Legal Name of Business: N/A		Displacee No.: SI01A
Owner(s) Name(s), is different from above: Holly J. See and John M. See		
Date of Purchase: October, 1989	Email Address: [REDACTED]	Business Phone:
Subject Site Address: 1610 N. 175 th St Shoreline, WA 98133	Business Mailing Address: [REDACTED]	Alternate Phone:
		Cell Phone:
Title VI Required Information: Ethnic Identification Category: <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input checked="" type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic American <input type="checkbox"/> Other _____ MWBE: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> DBE: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Minority Women Business Enterprise) (Disadvantaged Business Enterprise)		

Unit Information

Building Type: <input checked="" type="checkbox"/> SFR <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Apartment <input type="checkbox"/> Other _____		
Total Sq Ft: 1600	Lot Size: 6100	Number of Units: N/A
Garage/Carport: 2- Car covered, Carport	ADA Installations: N/A	

Tenant Information

Unit No.: N/A	Unit No.: N/A	Unit No.: N/A
Tenant Name: Emma Mrofchak	Tenant Name: Cyrus Zerbe	Tenant Name: Caroline Porfier
Tenant Phone No.: [REDACTED]	Tenant Phone No.: [REDACTED]	Tenant Phone No.: [REDACTED]
Sq Ft of Unit: 1600	Sq Ft of Unit: 1600	Sq Ft of Unit: 1600
Rent Amount: [REDACTED]	Rent Amount: [REDACTED]	Rent Amount: [REDACTED]
Utilities: Water pd by: <u>Tenant</u> Sewer pd by: <u>Tenant</u> Power pd by: <u>Tenant</u>	Utilities: Water pd by: <u>Tenant</u> Sewer pd by: <u>Tenant</u> Power pd by: <u>Tenant</u>	Utilities: Water pd by: <u>Tenant</u> Sewer pd by: <u>Tenant</u> Power pd by: <u>Tenant</u>
Heat Source: Oil	Water Source: City Water	Sewer Source: Shoreline Waste water
Leases on File: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Copies Obtained: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		File Schedule “E” or “C”: <i>*Must provide copies of recent tax return</i>
Personal Property on-site owned by Landlord: Yes Any outside specialists needed: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Attachment A Exhibit A
**Non-Residential (Landlord)
Occupancy Survey**

Time required to vacate: 8 months
Plans to Reestablish: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advance Payment Needed: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Site Requirements: N/A

Relocation Cost Estimate

Reestablishment Expenses: \$50,000	Moving Cost: \$800	Site Search Cost: \$2,500
Specialist: Marco Vargas III		Date: 03/23/2022

Attachment A Exhibit A Residential Occupancy Survey

Displacee Information

Project Title: Shoreline 175 th Street - Stone Way to I-5		Parcel No.: 03901-0035
Name of Displacee(s): Emma Mrofchak, Caroline Porfier, Cyrus Zerbe		Displacee No.: Si01B
Date of Occupancy: July 1, 2021	<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant	Cell Phone: [REDACTED]
Site Address: 1610 N. 175 th St Shoreline, WA 98133	Mailing Address: [REDACTED]	Work Phone: [REDACTED]
		Home Phone: [REDACTED]
		Email Address: [REDACTED] [REDACTED]

Residential Information

Total Sq Ft: 1600	No. Bedrooms: 3.0	No. Bathrooms: 2.0	Total No. Rooms: 8.0	Lot Size: 6100	Year Built: 1951	
Subject DS&S: Yes	Garage Stalls: 2	Other major site improvements: N/A				
Building Type: <input checked="" type="checkbox"/> Single Story <input type="checkbox"/> 1.5 Story <input type="checkbox"/> 2 Story <input type="checkbox"/> Split Level <input checked="" type="checkbox"/> Basement <input type="checkbox"/> Other _____						
Replacement Preference: <input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Rent		<input checked="" type="checkbox"/> Own Transportation <input type="checkbox"/> Need Transportation <input checked="" type="checkbox"/> Need Public Transportation				
Adults: Emma Mrofchak	M <input type="checkbox"/>	F <input checked="" type="checkbox"/>	Ethnic Identification Category: <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input checked="" type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic American <input type="checkbox"/> Other <i>Title VI Required Information</i>		Utilities: Heat <input type="checkbox"/> NatGas <input type="checkbox"/> Electric <input checked="" type="checkbox"/> Oil <input type="checkbox"/> Propane Water <input type="checkbox"/> Well <input checked="" type="checkbox"/> City Water <input type="checkbox"/> Septic <input checked="" type="checkbox"/> Sewer	Dwelling Type: <input checked="" type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Duplex <input type="checkbox"/> Mobile Home <input type="checkbox"/> Condominium <input type="checkbox"/> Recreational Vehicle
Children:	FT <input type="checkbox"/>	PT <input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Move Type: <input checked="" type="checkbox"/> Schedule Move Payment Number of Rooms 09 <input type="checkbox"/> Commercial Move <input type="checkbox"/> Actual Cost Move Advanced Move Payment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No				

Attachment A Exhibit A Residential Occupancy Survey

Disability Issues/Special Needs/Comments:
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Financial Information

Head of Household: Emma Mrofchak		Spouse/Partner/Roommate: Cyrus Zerbe, Caroline Porlier																																					
Employer:		Employer:																																					
Occupation:		Occupation:																																					
Location:	No. of miles from home: Remote	Location:	No. of miles from home: Remote																																				
Owner: <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Mortgage Balance</td><td style="width: 30%;">\$</td></tr> <tr><td>Interest Rate</td><td></td></tr> <tr><td>Loan Type</td><td></td></tr> <tr><td>Remaining Term</td><td></td></tr> <tr><td>Monthly Payment (P&I)</td><td>\$</td></tr> <tr><td>Lender Name</td><td></td></tr> <tr><td>Contact Number</td><td></td></tr> <tr><td>Taxes & Insurance</td><td>\$</td></tr> </table>		Mortgage Balance	\$	Interest Rate		Loan Type		Remaining Term		Monthly Payment (P&I)	\$	Lender Name		Contact Number		Taxes & Insurance	\$	Tenant: <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Monthly Rent</td><td style="width: 30%;">\$</td></tr> <tr><td>Monthly Utilities</td><td></td></tr> <tr><td style="text-align: right;">Heat</td><td>\$</td></tr> <tr><td style="text-align: right;">Power</td><td>\$</td></tr> <tr><td style="text-align: right;">Sewer</td><td>\$</td></tr> <tr><td style="text-align: right;">Water</td><td>\$</td></tr> <tr><td>Lot/Ground Rent</td><td>\$</td></tr> <tr><td>Rent Subsidy</td><td>\$</td></tr> <tr><td>Gross Monthly Income</td><td>\$</td></tr> </table> <p>Source of Income: <input checked="" type="checkbox"/> Wages <input type="checkbox"/> Retirement <input type="checkbox"/> Social Security <input type="checkbox"/> Other _____</p> <p><i>*Note: Utilities only include heat, light, water & sewer</i></p> <tr><td>Damage/Security Deposit</td><td>\$</td></tr>		Monthly Rent	\$	Monthly Utilities		Heat	\$	Power	\$	Sewer	\$	Water	\$	Lot/Ground Rent	\$	Rent Subsidy	\$	Gross Monthly Income	\$	Damage/Security Deposit	\$
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Lot/Ground Rent	\$																																						
Rent Subsidy	\$																																						
Gross Monthly Income	\$																																						
Damage/Security Deposit	\$																																						

Relocation Cost Estimate

RHP: \$	Moving Cost: \$3,200	Date: 3/18/2022	Relocation Specialist: Marco Vargas III
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Displacee Information

Personal Property Information

Relocation Cost Estimate

7c-27

Attachment A Exhibit A Residential Occupancy Survey

Displacee Information

Project Title: Shoreline 175 th Street - Stone Way to I-5		Parcel No.: 307350-0047
Name of Displacee(s): Karina Delgado		Displacee No.: Si02B
Date of Occupancy: October 2001	<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant	Cell Phone: [REDACTED]
Site Address: 1611 N. 175 th St. Shoreline, WA 98133	Mailing Address: [REDACTED]	Work Phone:
		Home Phone:
		Email Address: [REDACTED]

Residential Information

Total Sq Ft: 1500	No. Bedrooms: 3.0	No. Bathrooms: 2.0	Total No. Rooms: 8	Lot Size: 6,000	Year Built: 1955		
Subject DS&S: TBD	Garage Stalls: 1.0	Other major site improvements: Rear Deck and Patio					
Building Type: <input checked="" type="checkbox"/> Single Story <input type="checkbox"/> 1.5 Story <input type="checkbox"/> 2 Story <input type="checkbox"/> Split Level <input checked="" type="checkbox"/> Basement <input type="checkbox"/> Other _____							
Replacement Preference: <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Rent		<input type="checkbox"/> Own Transportation <input type="checkbox"/> Need Transportation <input type="checkbox"/> Need Public Transportation					
Adults: Karina Delgado	M <input type="checkbox"/>	F <input checked="" type="checkbox"/>	Ethnic Identification Category: <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input checked="" type="checkbox"/> Caucasian <input checked="" type="checkbox"/> Hispanic American <input type="checkbox"/> Other <i>Title VI Required Information</i>	Utilities: Heat <input type="checkbox"/> NatGas <input type="checkbox"/> Electric <input checked="" type="checkbox"/> Oil <input type="checkbox"/> Propane Water <input type="checkbox"/> Well <input checked="" type="checkbox"/> City Water <input type="checkbox"/> Septic <input type="checkbox"/> Sewer	Dwelling Type: <input checked="" type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Duplex <input type="checkbox"/> Mobile Home <input type="checkbox"/> Condominium <input type="checkbox"/> Recreational Vehicle		
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
Children:	FT <input type="checkbox"/>	PT <input type="checkbox"/>				M <input type="checkbox"/>	F <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			Move Type: <input checked="" type="checkbox"/> Schedule Move Payment Number of Rooms <u>10</u> <input type="checkbox"/> Commercial Move <input type="checkbox"/> Actual Cost Move Advanced Move Payment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Disability Issues/Special Needs/Comments: Karina occupies the property and runs a dog watching service from the home. Her father- Rory Delgado- purchased the property in 2001 to provide housing for his daughters while they attended school nearby. Karina has continued to occupy the property alone since graduating. Karina does not have an official lease with her father and pays rent as her budget allows.							

Attachment A Exhibit A Residential Occupancy Survey

Financial Information

Head of Household: Karina Delgado		Spouse/Partner/Roommate:																																			
Employer: Self		Employer:																																			
Occupation: Dog Care and Boarding		Occupation:																																			
Location: Home	No. of miles from home: N/A	Location:	No. of miles from home:																																		
Owner: <table style="width: 100%;"> <tr> <td style="width: 70%;">Mortgage Balance</td> <td>\$N/A</td> </tr> <tr> <td>Interest Rate</td> <td></td> </tr> <tr> <td>Loan Type</td> <td></td> </tr> <tr> <td>Remaining Term</td> <td></td> </tr> <tr> <td>Monthly Payment (P&I)</td> <td>\$</td> </tr> <tr> <td>Lender Name</td> <td></td> </tr> <tr> <td>Contact Number</td> <td></td> </tr> <tr> <td>Taxes & Insurance</td> <td>\$</td> </tr> </table>		Mortgage Balance	\$N/A	Interest Rate		Loan Type		Remaining Term		Monthly Payment (P&I)	\$	Lender Name		Contact Number		Taxes & Insurance	\$	Tenant: <table style="width: 100%;"> <tr> <td style="width: 60%;">Monthly Rent</td> <td>\$</td> </tr> <tr> <td>Monthly Utilities</td> <td></td> </tr> <tr> <td>Heat</td> <td>\$</td> </tr> <tr> <td>Power</td> <td>\$</td> </tr> <tr> <td>Sewer</td> <td>\$</td> </tr> <tr> <td>Water</td> <td>\$</td> </tr> <tr> <td>Lot/Ground Rent</td> <td>\$</td> </tr> <tr> <td>Rent Subsidy</td> <td>\$</td> </tr> <tr> <td>Gross Monthly Income</td> <td>\$</td> </tr> </table> <p>Source of Income: <input checked="" type="checkbox"/> Wages <input type="checkbox"/> Retirement <input type="checkbox"/> Social Security <input type="checkbox"/> Other _____</p> <p><i>*Note: Utilities only include heat, light, water & sewer</i></p> <p>Damage/Security Deposit \$</p>		Monthly Rent	\$	Monthly Utilities		Heat	\$	Power	\$	Sewer	\$	Water	\$	Lot/Ground Rent	\$	Rent Subsidy	\$	Gross Monthly Income	\$
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Gross Monthly Income	\$																																				

Relocation Cost Estimate

RHP: \$TBD	Moving Cost: \$3,500	Date: 03/18/2022	Relocation Specialist: Marco Vargas III
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Attachment A Exhibit A
Residential Occupancy Survey

Displacee Information

Project Title: Shoreline 175 th Street - Stone Way to I-5		Parcel No.: 03901-0035
Name of Displacee(s): Jason Tenuta and Evann Tenuta		Displacee No.: Si03A
Date of Occupancy: March, 2019	<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant	Cell Phone: [REDACTED]
Site Address: 1616 N. 175 th St Shoreline, WA 98133	Mailing Address: [REDACTED]	Work Phone: [REDACTED]
		Home Phone:
		Email Address: [REDACTED] [REDACTED]

Residential Information

Total Sq Ft: 950		No. Bedrooms: 3.0		No. Bathrooms: 2.0		Total No. Rooms: 7.0		Lot Size: 6100		Year Built: 1951			
Subject DS&S: Yes		Garage Stalls: 2		Other major site improvements: Rear Shed									
Building Type: <input checked="" type="checkbox"/> Single Story <input type="checkbox"/> 1.5 Story <input type="checkbox"/> 2 Story <input type="checkbox"/> Split Level <input type="checkbox"/> Basement <input type="checkbox"/> Other _____													
Replacement Preference: <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Rent				<input checked="" type="checkbox"/> Own Transportation <input type="checkbox"/> Need Transportation <input checked="" type="checkbox"/> Need Public Transportation									
Adults: Jason Tenuta			M	F	Ethnic Identification Category: <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific <input type="checkbox"/> Islander <input type="checkbox"/> American Indian/Alaskan Native <input checked="" type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic American <input type="checkbox"/> Other <i>Title VI Required Information</i>			Utilities: Heat <input type="checkbox"/> NatGas <input type="checkbox"/> Electric <input checked="" type="checkbox"/> Oil <input type="checkbox"/> Propane Water <input type="checkbox"/> Well <input checked="" type="checkbox"/> City Water <input type="checkbox"/> Septic <input type="checkbox"/> Sewer			Dwelling Type: <input checked="" type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Duplex <input type="checkbox"/> Mobile Home <input type="checkbox"/> Condominium <input type="checkbox"/> Recreational Vehicle		
Evann Tenuta													
Children: Cooper Tenuta			FT	PT									
Disability Issues/Special Needs/Comments: 													

Attachment A Exhibit A Residential Occupancy Survey

Financial Information

Head of Household: Evann Tenuta		Spouse/Partner/Roommate: Jason Tenuta																																					
Employer: King County Parks Department		Employer: Non-Profit organizations																																					
Occupation:		Occupation:																																					
Location: Home	No. of miles from home: Remote	Location: Home	No. of miles from home: Remote																																				
Owner: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Mortgage Balance</td> <td>\$ [REDACTED]</td> </tr> <tr> <td>Interest Rate</td> <td>[REDACTED]</td> </tr> <tr> <td>Loan Type</td> <td>Conventional</td> </tr> <tr> <td>Remaining Term</td> <td></td> </tr> <tr> <td>Monthly Payment (P&I)</td> <td>\$ [REDACTED]</td> </tr> <tr> <td>Lender Name</td> <td></td> </tr> <tr> <td>Contact Number</td> <td></td> </tr> <tr> <td>Taxes & Insurance</td> <td>\$</td> </tr> </table>		Mortgage Balance	\$ [REDACTED]	Interest Rate	[REDACTED]	Loan Type	Conventional	Remaining Term		Monthly Payment (P&I)	\$ [REDACTED]	Lender Name		Contact Number		Taxes & Insurance	\$	Tenant: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Monthly Rent</td> <td>\$</td> </tr> <tr> <td>Monthly Utilities</td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Heat</td> <td>\$</td> </tr> <tr> <td>Power</td> <td>\$</td> </tr> <tr> <td>Sewer</td> <td>\$</td> </tr> <tr> <td>Water</td> <td>\$</td> </tr> </table> </td> </tr> <tr> <td>Lot/Ground Rent</td> <td>\$</td> </tr> <tr> <td>Rent Subsidy</td> <td>\$</td> </tr> <tr> <td>Gross Monthly Income</td> <td>\$</td> </tr> </table> <p>Source of Income: <input checked="" type="checkbox"/> Wages <input type="checkbox"/> Retirement <input type="checkbox"/> Social Security <input type="checkbox"/> Other _____</p> <p><i>*Note: Utilities only include heat, light, water & sewer</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Damage/Security Deposit</td> <td>\$</td> </tr> </table>		Monthly Rent	\$	Monthly Utilities	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Heat</td> <td>\$</td> </tr> <tr> <td>Power</td> <td>\$</td> </tr> <tr> <td>Sewer</td> <td>\$</td> </tr> <tr> <td>Water</td> <td>\$</td> </tr> </table>	Heat	\$	Power	\$	Sewer	\$	Water	\$	Lot/Ground Rent	\$	Rent Subsidy	\$	Gross Monthly Income	\$	Damage/Security Deposit	\$
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Relocation Cost Estimate

RHP: \$	Moving Cost: [REDACTED]	Date: 3/18/2022	Relocation Specialist: Marco Vargas III
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Attachment A Exhibit A Residential Occupancy Survey

Displacee Information

Project Title: Shoreline 175 th Street - Stone Way to I-5		Parcel No.: 307350-0058
Name of Displacee(s): Alexander and Corazon Cruz		Displacee No.: Si04A
Date of Occupancy: 5/11/1993	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant	Cell Phone:
Site Address: 1615 N. 175 th St Shoreline, WA 98133	Mailing Address: [REDACTED]	Work Phone:
		Home Phone: [REDACTED]
		Email Address:

Residential Information

Total Sq Ft: 1,500	No. Bedrooms: 4.0	No. Bathrooms: 2.0	Total No. Rooms: 9	Lot Size: 6,000	Year Built: 1962		
Subject DS&S: Yes	Garage Stalls: 2	Other major site improvements: N/A					
Building Type: <input type="checkbox"/> Single Story <input type="checkbox"/> 1.5 Story <input type="checkbox"/> 2 Story <input type="checkbox"/> Split Level <input type="checkbox"/> Basement <input type="checkbox"/> Other _____							
Replacement Preference: <input type="checkbox"/> Purchase <input type="checkbox"/> Rent		<input type="checkbox"/> Own Transportation <input type="checkbox"/> Need Transportation <input type="checkbox"/> Need Public Transportation					
Adults: Alexander Cruz	M <input checked="" type="checkbox"/>	F <input type="checkbox"/>	Ethnic Identification Category: <input type="checkbox"/> African American <input checked="" type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic American <input type="checkbox"/> Other <i>Title VI Required Information</i>	Utilities: Heat <input type="checkbox"/> NatGas <input type="checkbox"/> Electric <input checked="" type="checkbox"/> Oil <input type="checkbox"/> Propane Water <input type="checkbox"/> Well <input checked="" type="checkbox"/> City Water <input type="checkbox"/> Septic <input type="checkbox"/> Sewer	Dwelling Type: <input checked="" type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Apartment <input type="checkbox"/> Duplex <input type="checkbox"/> Mobile Home <input type="checkbox"/> Condominium <input type="checkbox"/> Recreational Vehicle		
Corazon Cruz	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
Children: Jean-Marie Cruz	FT <input checked="" type="checkbox"/>	PT <input type="checkbox"/>				M <input type="checkbox"/>	F <input checked="" type="checkbox"/>
Tomi-Jarrell Cruz	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Move Type: <input type="checkbox"/> Schedule Move Payment Number of Rooms <u>15</u> <input type="checkbox"/> Commercial Move <input type="checkbox"/> Actual Cost Move Advanced Move Payment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No							
Disability Issues/Special Needs/Comments:							

Attachment A Exhibit A Residential Occupancy Survey

Financial Information

Head of Household: Alexander Cruz		Spouse/Partner/Roommate: Corazon Cruz																																					
Employer: King County Metro		Employer: Christian Ministry																																					
Occupation: Maintenance Technician		Occupation: Caregiver																																					
Location: Shoreline	No. of miles from home: Less than 5.0 miles	Location:	No. of miles from home: Less than 2.0 miles																																				
Owner: <table style="width: 100%;"> <tr><td>Mortgage Balance</td><td>\$ [REDACTED]</td></tr> <tr><td>Interest Rate</td><td></td></tr> <tr><td>Loan Type</td><td></td></tr> <tr><td>Remaining Term</td><td></td></tr> <tr><td>Monthly Payment (P&I)</td><td>\$</td></tr> <tr><td>Lender Name</td><td></td></tr> <tr><td>Contact Number</td><td></td></tr> <tr><td>Taxes & Insurance</td><td>\$</td></tr> </table>		Mortgage Balance	\$ [REDACTED]	Interest Rate		Loan Type		Remaining Term		Monthly Payment (P&I)	\$	Lender Name		Contact Number		Taxes & Insurance	\$	Tenant: <table style="width: 100%;"> <tr><td>Monthly Rent</td><td>\$</td></tr> <tr> <td>Monthly Utilities</td> <td> <table style="width: 100%;"> <tr><td>Heat</td><td>\$</td></tr> <tr><td>Power</td><td>\$</td></tr> <tr><td>Sewer</td><td>\$</td></tr> <tr><td>Water</td><td>\$</td></tr> </table> </td> </tr> <tr><td>Lot/Ground Rent</td><td>\$</td></tr> <tr><td>Rent Subsidy</td><td>\$</td></tr> <tr><td>Gross Monthly Income</td><td>\$</td></tr> </table> <p> Source of Income: <input checked="" type="checkbox"/> Wages <input type="checkbox"/> Retirement <input type="checkbox"/> Social Security <input type="checkbox"/> Other _____ </p> <p><i>*Note: Utilities only include heat, light, water & sewer</i></p> <table style="width: 100%;"> <tr> <td>Damage/Security Deposit</td> <td>\$</td> </tr> </table>		Monthly Rent	\$	Monthly Utilities	<table style="width: 100%;"> <tr><td>Heat</td><td>\$</td></tr> <tr><td>Power</td><td>\$</td></tr> <tr><td>Sewer</td><td>\$</td></tr> <tr><td>Water</td><td>\$</td></tr> </table>	Heat	\$	Power	\$	Sewer	\$	Water	\$	Lot/Ground Rent	\$	Rent Subsidy	\$	Gross Monthly Income	\$	Damage/Security Deposit	\$
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Relocation Cost Estimate

RHP: \$	Moving Cost: \$4,000.00	Date: 03/18/2022	Relocation Specialist: Marco Vargas III
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EXHIBIT B

PERSONAL PROPERTY PHOTOS

Omitted.

Available to Council by
Request.



EXHIBIT C
GENERAL INFORMATION NOTICE
&
NOTICE OF ELIGIBILITY,
ENTITLEMENTS & 90 DAY
ASSURANCE

General Notice – Landlord
Print on Agency Letterhead

INSERT DATE

INSERT DISPLACEE (LANDLORD) NAME
INSERT DISPLACEE (LANDLORD) ADDRESS

Relocation Assistance Program

General Notice of Relocation Rights for Landlords

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE (LANDLORD) NAME:

This notice is to inform you that the property you own at INSERT 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 your personal property that may be located on the site.

As an owner you may not prevent authorized Agency employees from notifying your tenants of the benefits they may be eligible to receive under the Uniform Relocation Act and Real Property Acquisition Policies Act of 1970, as amended (URA) 49 CFR 24. Please understand that it is to your benefit that the Agency be allowed to explain to your tenants the requirements and obligations for the eligibility for benefits and to advise them there is no rush to relocate. If your tenant moves prior to an offer being made to you, they will not be eligible for relocation entitlements.

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 ownership 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 rental income on your taxes.

Copies of recent tax returns are required as proof of rental income. If you do not provide copies of tax returns you may only be paid for moving expenses as a Personal Property Only relocation. 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 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.

Relocation Assistance Entitlements May Include (documentation is required on all claims):

- Direct Moving Expenses up to a maximum of 50 miles for moving personal property.
- Reestablishment Expenses up to \$50,000 for expenses incurred in reestablishing your business operation (these funds cannot be used for new construction or the purchase of capital assets).
- Additional Moving and Related Moving Expenses.
- Replacement site search costs up to \$2,500, search area is limited within 50 miles of the displacement location.
- 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.

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, Entitlement, & 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.

Name
Date
Page 3

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: _____

General Notice - Personal Property
Print on Agency Letterhead

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 personal property you own which is located at INSERT DISPLACEE ADDRESS may need to be moved. The property 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 any personal property that is located on the site.

Persons who have personal property 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 have personal property located on 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.

In accordance with WAC 468-100-208, 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.

Relocation Assistance Entitlements May Include (documentation is required on all claims):

- Direct Moving Expenses up to a maximum of 50 miles for moving personal property.
- 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.

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, Entitlement & 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: _____

**General Notice – Residential
Print on Agency Letterhead**

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 INSERT 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

Name

Date

Page 2

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):

- Replacement Housing Payment
- Direct Moving Expenses up to a maximum of 50 miles for moving personal property.
- Advisory Services which including housing referrals, and 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

Name

Date

Page 3

Signature: _____ Date: _____

**Notice of Eligibility-Residential Tenant
Print on Agency Letterhead**

INSERT DATE

INSERT DISPLACEE NAME
INSERT DISPLACEE ADDRESS

**Relocation Assistance Program
Notice of Relocation Eligibility, Entitlements, & 90-Day Assurance**

Project Name: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

On INSERT OFFER DATE the INSERT AGENCY NAME (Agency) offered to purchase the property you occupy located at INSERT ADDRESS. According to information you provided, you have occupied the above property since INSERT OCCUPIED DATE.

Relocation Notice of Eligibility

You are eligible to receive relocation assistance in accordance with the United States Code, 42 USC 4601 et seq., Public Law 91-646, and 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.

The purpose of this letter is to advise you of the relocation services and entitlements that may be available to you in accordance with the state and federal laws and regulations cited above.

90-Day Assurance

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter.

Rent Supplement Entitlement

As a tenant occupant of 90 or more days, you may be entitled to a Rent Supplement Payment. This payment is based upon the difference between the rent plus utility costs at your present property and the rent plus utilities at a comparable replacement rental property currently available for rent. The estimated cost of utilities is calculated using the local

Name

Date

Page 2

Housing Authority Utility Allowance Sheet published by U.S. Department of Housing and Urban Development.

Listed below are comparable property(s) currently available for rent:

<u>Address</u>	<u>Rent</u>	<u>Utilities</u>	<u>Total</u>
1. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

(LANGUAGE FOR LOW-INCOME ELIGIBILITY)

The most comparable property to the subject was determined to be comparable number **INSERT SELECTED COMP NUMBER**. Based on 30% of your gross income, your maximum rent supplement is calculated as follows:

Rent plus utility costs at comparable property	\$ <input type="text"/>
Less 30% of your gross income	\$ <input type="text"/>
Monthly rent and utility difference	\$ <input type="text"/>

\$INSERT DOLLAR AMOUNT Rent difference X 42 months = **\$INSERT DOLLAR AMOUNT** Your Maximum Rent Supplement

The amount of your **actual** rent supplement will be based upon the rent plus utilities of your replacement property. For instance, if the rent plus utilities is **\$INSERT DOLLAR AMOUNT** or more per month for your replacement property, you will receive the maximum rent supplement of **\$INSERT DOLLAR AMOUNT**. For every dollar you spend on your replacement rent plus utilities below **\$INSERT DOLLAR AMOUNT**, your total rent supplement will be \$42 dollars less (\$1 per month X 42 months).

OR

(LANGUAGE FOR NON-LOW INCOME ELIGIBILITY)

The most comparable property to the subject was determined to be comparable number **INSERT SELECTED COMP NUMBER**. Based on the rent plus utilities of comparable number **INSERT SELECTED COMP NUMBER** located at **INSERT COMP ADDRESS** your maximum rent supplement is calculated as follows:

Rent plus utility costs at comparable property	\$ <input type="text"/>
Less rent plus utilities at present property	\$ <input type="text"/>
Monthly rent and utility difference	\$ <input type="text"/>

\$INSERT RENT DIFFERENCE Rent difference X 42 months = **\$INSERT DOLLAR AMOUNT** Your Maximum Rent Supplement

Name

Date

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The amount of your **actual** rent supplement will be based upon the rent and utilities of your replacement property. For instance, if the rent plus utilities is \$**INSERT RENT PLUS UTILITIES OF SELECTED COMP** or more per month for your replacement property, you will receive the maximum rent supplement of \$**INSERT MAX RENT SUPPLEMENT**. For every dollar you spend on your replacement rent plus utilities below \$**INSERT RENT OF SELECTED COMP**, your total rent supplement will be \$42 dollars less (\$1 per month X 42 months).

Down Payment Assistance

Should you decide to purchase a replacement property rather than rent, you may qualify for down payment assistance. The amount of this assistance will be either \$7,200, or the total amount of your calculated rent supplement, whichever is greater. **However, the entire amount of the down payment must be paid towards the purchase price as a principal reduction and eligible closing costs, not including prepaid taxes, interest or insurance.** The purchase of your replacement property will be subject to a Decent, Safe, and Sanitary (DSS) inspection by the Agency.

Moving Entitlement

You may select a commercial move, an actual cost move, or a self-move schedule payment for moving your personal property. If you elect to contract with a commercial mover, the Agency will reimburse your actual moving expenses based on paid receipts. The Agency can also pay your mover directly upon request. Payment for a commercial move is limited up to a maximum of 50 miles. If you elect to complete an actual cost move you will be reimbursed for labor and equipment used to move your property. You will need to supply supporting documentation, such as paid receipts or invoices to your relocation specialist. If you elect to complete a self-move with a schedule payment, you will be paid based on the number of eligible rooms. It has been determined that you have **INSERT NUMBER OF ROOMS** eligible rooms, which entitles you to a moving payment of \$**INSERT SCHEDULE DOLLAR AMOUNT** to move your own personal property. Once you decide how you wish to move, you will need to sign a Move Expense Agreement.

Advisory Assistance

Your 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, transportation will be provided so you may inspect replacement housing. Information concerning other available government programs such as Section 8 housing, unemployment benefits, food stamps, etc. will be provided on request.

Claiming Your Entitlement

You must notify your relocation specialist of the date you intend to move and sign a Move Expense Agreement. Once you have vacated the property completely you will need to schedule a vacate inspection with your relocation specialist. Once it has been verified that all personal property has been moved, your relocation specialist will prepare a claim, secure

Name

Date

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the appropriate signatures, and submit the claim for processing and payment. In the event that all personal property is not removed, appropriate action will be taken by the Agency and you will be responsible for the cost associated with removing any personal property left at the displacement site. This cost will be deducted from your moving claim/payment.

Prior to processing claims for relocation entitlements, the Internal Revenue Service (IRS) requires the Agency to obtain your correct taxpayer identification number (TIN) or social security number (SSN). The Agency is required by the IRS to obtain a completed W-9 form from anyone to whom a payment is made. This is necessary even though relocation payments are considered non-taxable. Please let your relocation specialist know if you have already completed the form. If you need advice on how to complete the form, please contact an IRS office, accountant, or legal consultant.

In order to be entitled to your replacement housing payment you must purchase (or rent) **and** occupy a DSS property within one year from the later of:

(1) The date the Agency makes final payment for the acquisition of your property, (2) The date the full amount of Just Compensation is deposited in the court, or (3) The date you move from your present property. You have 18 months after that same date to claim any relocation entitlement.

Prior to signing a rental or purchase agreement for your replacement property, please contact your relocation specialist for an inspection of the property. This inspection will ensure that the property meets DSS requirements outlined in the Relocation Assistance Program Brochure previously provided to you. The inspection must be completed before any replacement housing payment can be made.

Occupancy of Property

(CHOOSE APPROPRIATE PARAGRAPH AND DELETE THE ONE THAT DOES NOT APPLY)

Occupancy of the property beyond the date that the Agency takes possession of the property will require you to sign a lease. Attached to this letter is the lease you will be required to sign.

(OR)

Occupancy of the property beyond the date that the Agency takes possession of the property will require you to sign a lease and pay economic rent in the amount of \$**INSERT ECONOMIC RENT** on a monthly basis. Attached to this letter is the lease you will be required to sign.

Right to Appeal

INSERT AGENCY APPEAL PROCESS

As previously stated, the purpose of this letter is to provide specific information on the calculation and claiming of your relocation entitlements. Please sign on the line provided

Name

Date

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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 (Draft Lease)

Acknowledgment of receipt of Notice of Eligibility letter

Signature: _____ Date: _____

Notice of Eligibility - Landlord
Print on Agency Letterhead

INSERT DATE

INSERT DISPLACEE (LANDLORD) NAME
INSERT DISPLACEE (LANDLORD) ADDRESS

Relocation Assistance Program

Notice of Relocation Eligibility, Entitlements & 90-Day Assurance

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE (LANDLORD) NAME:

On INSERT OFFER DATE the INSERT AGENCY NAME (Agency) offered to purchase the property you own located at INSERT ADDRESS OF PROPERTY.

Relocation Notice of Eligibility

You are eligible to receive relocation assistance in accordance with 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.

The purpose of this letter is to advise you of the relocation services and entitlements that may be available to you in accordance with the state and federal laws and regulations cited above.

90-Day Assurance

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter.

Moving Entitlement

You may select a commercial move, a self-move based on the successful move bid or a specialist move estimate, an actual cost self-move, or a combination of the options for moving your personal property.

(SELECT THE APPROPRIATE OPTIONS, ABOVE AND BELOW, AND DELETE THOSE THAT DO NOT APPLY)

- **Commercial Move**

In the event you choose a commercial move, estimates were obtained from professional movers to determine a reasonable amount to reimburse your business for moving expenses. AGENCY obtained a total of **INSERT NUMBER OF BIDS** bids to relocate your business operation. Movers were asked to include the cost to disconnect, disassemble, pack, move, unpack, reassemble, and reconnect personal property, as well as the cost of any applicable packing materials needed. **INSERT NAME OF MOVING COMPANY** submitted the lowest acceptable bid in the amount of \$**INSERT BID AMOUNT** to move your business operation. The contact person for this company is **INSERT NAME OF CONTACT** and can be reached at **INSERT PHONE NUMBER/E-MAIL ADDRESS**. You may select a mover of your choice but you will only be reimbursed up to the amount of the acceptable bid. Payment for a commercial move is limited up to a maximum of 50 miles.

- **Self-Move based on Move Bid** – If you choose a self-move to move yourself using your own forces and resources, the Agency will reimburse your actual and reasonable moving expenses not to exceed \$**INSERT BID AMOUNT** to move your business operation. The payment will include all costs covered in the lowest acceptable move bid obtained from the commercial mover noted above with the exception of insurance for the move and sales tax charged from the mover. If the use of any specialized equipment is necessary to complete the move, you will need to document your expenses.

(OR)

Based on Specialist Move Estimate - Due to the non-complex nature of your move, your entitlement has been calculated using a specialist move estimate based on the Washington State Utilities and Transportation Commission Tariff Guidelines and/or the move cost schedule provided in the Personal Property Only section of Chapter 12 of the Washington State Department of Transportation Right of Way Manual. If you choose to move yourself using your own forces and resources, the Agency will reimburse your actual and reasonable moving expenses not to exceed \$**INSERT AGENT ESTIMATE AMOUNT OR THE PPO MOVE SCHEDULE AMOUNT** to move your business operation. This payment will include all costs to disconnect, disassemble, pack, move, unpack, reassemble, and reconnect your personal property as well as any applicable packing materials needed. If you disagree with the manner in which your entitlement has been calculated, the Agency will obtain bids from professional movers and adjust your move entitlement accordingly as may be appropriate.

Actual Cost – If you choose an actual cost self-move you will be reimbursed for labor and equipment used to move your personal property. You must submit acceptable supporting documentation, such as receipts or invoices, for actual labor and equipment costs incurred during your move. Labor costs cannot exceed the rates paid by a commercial mover to their own employees who perform move activities. These hourly rates can be obtained from local movers.

Your relocation specialist can provide you with guidance with regard to documentation necessary for reimbursement of your move.

- **Combination of Move Options**

If you wish to select a combination of the move options noted above, your relocation specialist will work with you to determine the level of reimbursement for each portion of your move.

Once you decide on a move option, you will need to sign a Move Expense Agreement prior to the beginning of the move. If you move yourself, progress payments can be made as the move progresses.

Additional Moving and Related Moving Expenses

If applicable, you may also be eligible to receive reimbursement for additional moving and related moving expenses. **You must submit documentation of actual expenses.** Some additional moving and related moving expenses include the following:

- **Replacement Value Insurance** - Insurance obtained during your move should cover the replacement value of your personal property. You will be required to provide a copy of the amount of your current policy. If you elect to use a commercial mover, this insurance can be provided by the moving company or you may elect to obtain an insurance binder through your current insurance provider. If you move yourself, you can be reimbursed for replacement value insurance expenses. In order to receive reimbursement, receipt for the purchase of the insurance must be submitted.
- **Site Search Expenses** - A payment not to exceed \$2,500 for time spent searching for a replacement site and related activities, such as time spent obtaining permits and attending zoning hearings. A search log is enclosed for your convenience. You may be required to provide documentation of your search expenses. The search area is limited within 50 miles of the displacement location.
- **Utility Connection** – Connection to available nearby utilities from the right-of-way adjacent to improvements at the replacement site, as determined to be necessary by the Agency. Connections to septic systems and water wells are not eligible.
- **Professional Services** – Services performed prior to the purchase or lease of a replacement site to determine its suitability for the displaced business, including but not limited to, soil testing, feasibility, and marketing studies.
- **Impact Fees or One Time Assessments** – Fees for anticipated heavy utility usage, as determined to be necessary by the Agency.

A complete list of additional moving and related moving expenses may be found at WAC 468-100-301 and WAC 468-100-303.

Reestablishment Expenses

You may be eligible to receive reimbursement for expenses not to exceed \$50,000 for eligible expenses actually incurred in relocating and reestablishing your operation. Eligible expenses are described in the Relocation Assistance Program Brochure previously provided to you. Reestablishment expenses cannot be used to reimburse a displaced business for new construction or the purchase of capital assets. Prior to incurring reestablishment expenses you should work closely with your relocation specialist to ensure

Name
Date
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potential claims are considered reasonable and necessary by the Agency. **To qualify as a landlord business, rental income must be claimed on tax statements.**

Advisory Assistance

Your relocation specialist will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If needed, 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.

Claiming Your Entitlement

You must notify your relocation specialist of the date you intend to move and sign a Move Expense Agreement prior to your move date. Once you have vacated the property completely you will need to schedule a vacate inspection with your relocation specialist. Once it has been verified that all personal property has been moved, your relocation specialist will prepare a claim, secure the appropriate signatures, and submit the claim for processing and payment. In the event that all personal property is not removed, appropriate action will be taken by the Agency and you will be responsible for the cost associated with removing any personal property left at the displacement site. This cost will be deducted from your moving claim/payment.

Prior to processing claims for relocation entitlements, the Internal Revenue Service (IRS) requires the Agency to obtain your correct taxpayer identification number (TIN) or social security number (SSN). The Agency is required by the IRS to obtain a completed W-9 form from anyone to whom a payment is made. This is necessary even though relocation payments are considered non-taxable. Please let your relocation specialist know if you have already completed the form. If you need advice on how to complete the form, please contact an IRS office, accountant, or legal consultant.

You must file all claims for relocation payments with the Agency within 18 months from the date you move from the acquired property or the date you receive final payment for your property, whichever is later. Documentation is required on all claims submitted.

Occupancy of Property

(CHOOSE APPROPRIATE PARAGRAPH AND DELETE THE ONE THAT DOES NOT APPLY)

Occupancy of the property beyond the date that the Agency takes possession of the property will require you to sign a lease. Attached to this letter is the lease you will be required to sign.

(OR)

Occupancy of the property beyond the date that the Agency takes possession of the property will require you to sign a lease and pay economic rent in the amount of **\$INSERT ECONOMIC RENT** on a monthly basis. Attached to this letter is the lease you will be required to sign.

Name
Date
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Right to Appeal

INSERT AGENCY APPEAL LANGUAGE

As previously stated, the purpose of this letter is to provide specific information on the calculation and claiming of your relocation entitlements. 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 (Draft Lease)

Acknowledgment of receipt of Notice of Eligibility letter

Signature: _____ Date: _____

**Notice of Eligibility – Personal Property
Print on Agency Letterhead**

INSERT DATE

INSERT NAME
INSERT ADDRESS

**Relocation Assistance Program
Notice of Relocation Eligibility, Entitlements, & 90-Day Assurance**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

On INSERT OFFER DATE the INSERT AGENCY NAME (Agency) offered to purchase property you occupy located at INSERT ADDRESS. According to information you provided, you have occupied the above property since INSERT OCCUPIED DATE.

Relocation Notice of Eligibility

You are eligible to receive relocation assistance in accordance with 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.

The purpose of this letter is to advise you of the relocation assistance and entitlements that may be available to you in accordance with the state and federal laws and regulations cited above.

90-Day Assurance

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter.

Moving Entitlement

You may select a commercial move, a negotiated cost self-move based on the successful move bid or a specialist move estimate, an actual cost self-move, or a combination of the options for moving your personal property.

(SELECT THE APPROPRIATE OPTIONS, ABOVE AND BELOW, AND DELETE THE ONE THAT DO NOT APPLY)

Under \$10,000 option:

Name
Date
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Due to the non-complex nature of your move, your entitlement has been calculated using a specialist move estimate based on the Washington State Utilities and Transportation Commission Tariff Guidelines and/or the move cost schedule provided in the Personal Property Only section of Chapter 12 of the Washington State Department of Transportation Right of Way Manual. If you choose to move yourself using your own forces and resources, the Agency will reimburse your actual and reasonable moving expenses not to exceed **\$INSERT AGENT ESTIMATE AMOUNT OR THE PPO MOVE SCHEDULE AMOUNT** to move all your personal property. The payment will include all costs to disconnect, disassemble, pack, move, unpack, reassemble, and reconnect your personal property, as well as any applicable packing materials needed.

If you choose a commercial move, the Agency will obtain estimates from professional movers to determine a reasonable amount to reimburse you for moving expenses.

If you choose an actual cost self-move you will be reimbursed for labor and equipment used to move your personal property. You must submit acceptable supporting documentation, such as receipts and invoices, of actual cost incurred during your move.

If you wish to select a combination of the move options noted above, you relocation specialist will work with you to determine the level of reimbursement for each portion of your move. Payment for a move is limited up to a maximum of 50 miles.

OR

Over \$10,000 Option:

In the event you choose a commercial move, estimates were obtained from professional movers to determine a reasonable amount to reimburse you for moving expenses. The Agency obtained a total of **INSERT NUMBER OF BIDS** bids to move your personal property. Movers were asked to include the cost to disconnect, disassemble, pack, move, unpack, reassemble, and reconnect personal property, as well as the cost of any applicable packing materials needed. **INSERT NAME OF MOVING COMPANY** submitted the lowest acceptable bid in the amount of **\$INSERT BID AMOUNT** to move your personal property. The contact person for this company is **INSERT NAME OF CONTACT** and can be reached at **INSERT PHONE NUMBER/E-MAIL ADDRESS**. You may select a mover of your choice but you will only be reimbursed up to the amount of the acceptable bid. Payment for a commercial move is limited up to a maximum of 50 miles.

If you choose to move yourself using your own forces and resources, the Agency will reimburse your actual and reasonable moving expenses not to exceed **\$INSERT BID AMOUNT** to move your personal property. The payment will include all costs covered in the lowest acceptable move bid obtained from the commercial mover noted above with the exception of insurance for the move and sales tax charged from the mover. If the use of any specialized equipment is necessary to complete the move, you will need to document your expenses. You must submit acceptable supporting documentation, such as receipts and invoices, of actual costs incurred during your move.

Name
Date
Page 3

If you choose an actual cost self-move you will be reimbursed for labor and equipment used to move your personal property. You must submit acceptable supporting documentation, such as receipts or invoices, for actual labor and equipment costs incurred during your move. Labor costs cannot exceed the rates paid by a commercial mover to their own employees who perform move activities. These hourly rates can be obtained from local movers.

If you wish to select a combination of the move options noted above, your relocation specialist will work with you to determine the level of reimbursement for each portion of your move.

Advisory Assistance

Your relocation specialist will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If needed, 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 your responsibility to locate a replacement site.

Claiming Your Entitlement

You must notify your relocation specialist of the date you intend to move and sign a Move Expense Agreement prior to your move date. Once you have vacated the property completely you will need to schedule a vacate inspection with your relocation specialist. Once it has been verified that all personal property has been moved, your relocation specialist will prepare a claim, secure the appropriate signatures, and submit the claim for processing and payment. In the event that all personal property is not removed, appropriate action will be taken by the Agency and you will be responsible for the cost associated with removing any personal property left at the displacement site. This cost will be deducted from your moving claim/payment.

Prior to processing claims for relocation entitlements, the Internal Revenue Service (IRS) requires the Agency to obtain your correct taxpayer identification number (TIN) or social security number (SSN). The Agency is required by the IRS to obtain a completed W-9 form from anyone to whom a payment is made. This is necessary even though relocation payments are considered non-taxable. Please let your relocation specialist know if you have already completed the form. If you need advice on how to complete the form, please contact an IRS office, accountant, or legal consultant.

You must file all claims for relocation payments with the Agency within 18 months from the date you move from the acquired property or the date you receive final payment for your property, whichever is later. Documentation is required on all claims submitted.

Occupancy of Property

(CHOOSE APPROPRIATE PARAGRAPH AND DELETE THE ONE THAT DOES NOT APPLY)

Name
Date
Page 4

Occupancy of the property beyond the date that the Agency takes possession of the property will require you to sign a lease. Attached to this letter is the lease you will be required to sign.

(OR)

Occupancy of the property beyond the date that the Agency takes possession of the property will require you to sign a lease and pay economic rent in the amount of \$**INSERT ECONOMIC RENT** on a monthly basis. Attached to this letter is the lease you will be required to sign.

Right to Appeal

INSERT AGENCY APPEAL LANGUAGE

As previously stated, the purpose of this letter is to provide specific information on the calculation and claiming of your relocation entitlements. 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 AGENT'S NAME

Relocation Specialist

INSERT AGENCY NAME

INSERT SPECIALIST ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS

Enclosure (Draft Lease)

Acknowledgment of Receipt of Notice of Eligibility

Signature: _____

Date: _____

Notice of Eligibility - Residential Owner

INSERT DATE

INSERT NAME

INSERT ADDRESS

Relocation Assistance Program**Notice of Relocation Eligibility, Entitlements & 90-Day Assurance**

Project Title: INSERT PROJECT NAME

Parcel No.: INSERT PARCEL #

Displacee No.: INSERT DISPLACEE #

Dear INSERT NAME:

On INSERT OFFER DATE, Washington State Department of Transportation (WSDOT) offered to purchase your property located at INSERT ADDRESS. According to information you have provided, you have occupied the property since INSERT OCCUPIED DATE.

Relocation Notice of Eligibility

You are eligible to receive relocation assistance in accordance with the United States Code, 42 USC 4601 et seq., Public Law 91-646, and the implementing regulations found in 49 Code of Federal Regulations, CFR Part 24, and Revised Code of Washington, RCW 8.26, and the implementing regulations of the Washington Administrative Code, WAC 468-100. The purpose of this letter is to advise you of the relocation assistance and entitlements that may be available to you in accordance with the federal and state laws and regulations cited above.

90-Day Assurance

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter. You will be given another notice at least 30 days in advance of the specific date that the property needs to be vacated.

Price Differential Entitlement

As an owner occupant of 90 or more days, you may be entitled to a Price Differential Payment. This payment is based upon the difference between the acquisition price of your home and the amount necessary to purchase a comparable replacement dwelling currently available on the market.

Listed below are comparable property(s) currently available for purchase:

Address**Asking Price**

Name
Date
Page 2

1. \$
2. \$
3. \$

Comparable number INSERT BEST COMP NUMBER is considered to be the most comparable to the subject property. Based on the asking price of comparable number INSERT BEST COMP NUMBER your maximum price differential is **\$INSERT PRICE DIFFERENTIAL**. This amount is the maximum that WSDOT can pay to reduce the purchase price of your replacement property. The amount of your maximum price differential is based on the asking price of comparable number INSERT NUMBER, \$INSERT AMOUNT, less the appraised value of your property, \$INSERT APPRAISAL AMOUNT.

The amount of your **actual** price differential payment will be based upon the actual purchase price of your replacement property. For instance, if you spend \$INSERT PRICE OF BEST COMP or more on your replacement property, you will receive the maximum price differential payment of \$INSERT MAX PRICE DIFFERENTIAL. For every dollar you spend on your replacement below \$INSERT PRICE OF BEST COMP, your price differential payment will be one dollar less. If you receive more than the appraised value for your property, your price differential payment will be reduced.

In addition to the above described price differential payment, you may qualify for a Last Resort Housing payment of \$INSERT LRH PLAN PAYMENT. This payment will assist you by providing additional purchasing power for a replacement home. The amount of your Last Resort Housing payment can be added to the sale price of a home when making an offer to purchase. For example, if you decide to purchase comparable number INSERT BEST COMP NUMBER for \$INSERT PRICE OF BEST COMP you can make an offer of \$Insert Price Of Best Comp + Lrh Payment. This payment is intended to supplement the price differential and allow you to purchase a comparable home at a higher price. In order to ensure an adequate Last Resort Housing payment, this amount is recalculated every six months. The amount could change based on the market analysis (+/-).

If you decide not to purchase a replacement property and elect to rent instead, you may be eligible for a rental assistance payment. Please contact me if you would like to rent so that I can compute the rent supplement amount.

Incidental Purchase Expenses

You may be reimbursed for certain other incidental purchase expenses required to purchase your replacement property. Reimbursable expenses may include costs for title search, recording fees, appraisal fees, loan origination fees, credit report, home inspection, and other approved costs. Payment of costs is based upon several factors including the amount of your present mortgage and the cost of the comparable used to compute the replacement housing payment. The estimated amount of these reimbursable costs can be determined once you have received a preliminary closing statement for the purchase of your replacement property. In addition, a home inspection is encouraged; the cost of the home inspection will be fully reimbursed by WSDOT. We suggest

Name
Date
Page 3

making the offer subject to a home inspection as well as a Decent, Safe, and Sanitary (DSS) inspection when you offer to purchase a replacement property.

Mortgage Interest Differential Payment (MIDP)

If you have a 180-day bona fide mortgage, you may be eligible to receive payment for increased mortgage interest costs if the interest rate on your new mortgage is greater than the interest of your present mortgage. The exact amount of the interest differential will be determined once you have obtained a loan commitment for the purchase of your replacement property. Please contact me as soon as you begin looking for your loan so we can work with both you and your lender.

Moving Entitlement

You may select a commercial move, an actual cost move, or a self-move schedule payment for moving your personal property. If you elect to contract with a commercial mover WSDOT will reimburse your actual moving expenses based on paid receipts; WSDOT can also pay your mover directly upon request. Payment for a commercial move is limited up to a maximum of 50 miles. If you elect to complete an actual cost move you will be reimbursed for labor and equipment used to move your property. You will need to supply supporting documentation, such as paid receipts or invoices to me. If you elect to complete a self-move with a schedule payment, you will be paid based on the number of eligible rooms. I have determined that you have INSERT NUMBER OF ROOMS eligible rooms, which entitles you to a moving payment of \$INSERT SCHEDULE DOLLAR AMOUNT to move your own personal property. Once you decide how you wish to move, you will need to sign a Move Expense Agreement.

Advisory Assistance

I will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If you request, transportation will be provided so you may inspect replacement housing. Information concerning other available government programs such as Section 8 housing, unemployment benefits, food stamps, etc. will be provided on request.

Claiming Your Entitlement

You must notify me of the date you intend to move and sign a Move Expense Agreement. Once you have vacated the property completely you will need to schedule a vacate inspection with me. Once I have verified that all personal property has been removed from the displacement property, I will prepare a claim, secure appropriate signatures, and submit the claim for processing and payment. In the event that all personal property is not removed, appropriate action will be taken by WSDOT and you will be responsible for the cost associated with removing any personal property left at the displacement property. This cost will be deducted from your moving claim/payment.

Prior to processing claims for relocation entitlements, the Internal Revenue Service (IRS) requires WSDOT obtain your correct taxpayer identification number (TIN) or social security number (SSN). In addition to the IRS requirement, the Washington State Office of Financial Management (OFM) requires that all state agencies use a statewide vendor number for all payments. You will be required to complete the Statewide Payee Registration form, and provide said form to me. This is necessary even though relocation payments are considered non-taxable.

Name
Date
Page 4

It is recommended that the form is completed prior to submittal of any relocation claims in order to expedite the payment process once claims are submitted. If you need advice on how to complete these forms, please contact an IRS office, accountant, or legal consultant.

In order to be entitled to your replacement housing payment you must purchase (or rent) **and** occupy a DSS dwelling within one year from the later of: (1) the date WSDOT makes final payment for the acquisition of your property, (2) the date the full amount of Just Compensation is deposited in the court, or (3) the date you move from your present dwelling. You have 18 months after that same date to claim any relocation entitlement.

Prior to signing a rental or purchase agreement for your replacement property, please contact me for an inspection of the property. This inspection will ensure that the property meets DSS requirements noted in the relocation brochure. The inspection must be completed before any replacement housing payment can be made.

Occupancy of Property

Occupancy of the property beyond the date that WSDOT takes possession of the property will require you to sign a lease.

Reconsideration of a WSDOT Decision and Right to Appeal

If you disagree with a determination made by me or another WSDOT Relocation Specialist regarding your eligibility for, or the amount of your relocation entitlement, you may seek an informal reconsideration of such determination by sending a letter explaining your grievance within 30 days after receipt of such determination to:

Washington State Department of Transportation
Acquisition Program Manager
Real Estate Services
PO Box 47338
Olympia, WA 98504-7338

You also have the right to appeal a determination WSDOT should make as to your eligibility for, or the amount of any payment without going through the informal reconsideration process. The appeal procedure is explained in the Relocation Assistance Program Brochure as well as the General Notice Letter previously given to you.

As previously stated, the purpose of this letter is to provide specific information as to how your entitlements are calculated and how you may claim them. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

Name
Date
Page 5

INSERT SPECIALIST'S NAME

Relocation Specialist

Real Estate Services

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NUMBER AND FAX NUMBER

INSERT SPECIALIST'S E-MAIL ADDRESS

Acknowledgment of Receipt of Letter

Signature: _____ Date: _____



EXHIBIT D

RELOCATION INFORMATIONAL BROCHURES



RESIDENTIAL RELOCATION ASSISTANCE PROGRAM

January 2022

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INTRODUCTION

Introduction

The Relocation Assistance Program is designed to establish uniform procedures in relocation assistance that will assure legal entitlements and provide fair, equitable, and consistent treatment to persons displaced by projects administered by the agency.

The program is administered in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA).

This booklet 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 booklet, 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. Thank you for taking the time to read this booklet. We appreciate your understanding and cooperation.

The relocation assistance program is discussed in the following pages.

RELOCATION ADVISORY SERVICES

Relocation Advisory Services

If you are displaced by a public works program by the agency, you will be offered relocation assistance services for the purpose of locating a suitable replacement property. It is our goal and desire to be of service to you, and assist in any reasonable way to help you successfully relocate.

Following is a summary of the relocation advisory assistance you will receive if you are displaced. The relocation specialist will personally interview you to:

- Determine any special needs and requirements.
- Explain relocation process, entitlements, and payments.
- Offer relocation advisory assistance.
- Offer transportation if necessary.
- Assure the availability of at least one comparable property in advance of displacement.
- Provide referral to comparable properties.
- Provide the amount of maximum replacement housing entitlement and the basis for the determination in writing 90 days or more before the required vacate date.
- Inspect replacement houses for decent, safe, and sanitary (DSS) acceptability.
- Supply information about other federal, state, and local programs offering assistance to displaced persons.
- Minimize hardship to persons in adjusting to relocation by providing reimbursement of counseling services and advice as to other sources of assistance that may be available.
- Advise obtaining a professional home inspection when purchasing a replacement dwelling.



Residential Assistance

A relocation specialist will contact you personally to explain relocation services available, the types of relocation payments, move options, and the eligibility requirements to receive relocation payments that apply to you. During the first interview, your housing needs and desires will be assessed as well as your need for assistance by completing an occupancy survey. You cannot be required to move unless at least one comparable dwelling is made available to you and you have been given a written assurance at least 90 days prior to the date by which you will be required to vacate the property. The agency will provide this assurance in the relocation letter entitled, "Notice of Relocation Eligibility, Entitlements, and 90-Day Assurance." If occupancy of the property beyond the date the agency acquires possession is allowed, you will be required to sign a rental agreement and pay rent.

If you desire, the relocation specialist will give you current listings of other available replacement housing and provide transportation to look at housing.

The relocation 90-day assurance should not be confused with the required 20-day notice to terminate your lease which is administered by our Property Management Program.

In Addition to Personal Contacts

Relocation offices are open during convenient hours, including evening hours when necessary. The personnel employed in the relocation office will assist you. Offices have access to or can refer you to the appropriate person/agency for a variety of information concerning:

- Listings of Available Replacement Properties.
- Local Housing Ordinances.
- Building Codes.
- Social Services.
- Security Deposits.
- Interest Rates and Terms.
- Veterans Affairs and Federal Housing Administration Loan Requirements.
- Real Property Taxes.
- Consumer Education Literature on Housing.

Social Services Provided by Other Agencies

Your relocation specialist can direct you to the services provided by other public and private agencies in your community. If you have special needs, the specialist will make every effort to secure the services of those agencies with trained personnel who have the expertise to help you. You should talk to your relocation specialist about your desires for these kinds of services.

Lawfully Present in the United States

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.

Not Lawfully Present in the United States

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**.



MOVING PAYMENTS

Moving Payments

As a displaced person, you are entitled to reimbursement of your moving costs and certain related expenses incurred in moving. The methods of moving and the various types of moving cost payments are explained below.

Move options are based on one or a combination of the following:

- Commercial Move, up to a maximum of 50 miles.
- Self Move:
 - fixed residential move cost schedule.
 - actual cost moved (based on documentation), up to a maximum of 50 miles.

Please do not move before you have discussed your moving plans with your relocation specialist and have a signed “Moving Expense Agreement.”

You can jeopardize your right to receive relocation assistance entitlements unless you advise the agency in advance of moving.



You Can Choose Either or a Combination:

Commercial Move Includes:

Relocation offices are open during convenient hours, including evening hours when necessary. The personnel employed in the relocation office will assist you. Offices have access to or can refer you to the appropriate person/agency for a variety of information concerning:

- Packing and unpacking.
- Transportation, up to a maximum of 50 miles.
- Moving insurance.
- Other related costs.

Self Move Schedule Payment

Based on how many rooms are in the displaced dwelling and whether they are furnished or not.

Self Move Actual Cost

Supported by documentation, i.e., receipts, invoices, transportation expenses limited to a maximum of 50 miles.

Commercial Move

You may be paid for your actual reasonable moving costs and related expenses when the move is performed by a commercial mover approved by the agency.

Reimbursement will be limited to a maximum of a 50-mile distance. Related expenses include:

- Disconnecting and reconnecting household appliances.
- Reconnect fees for utilities at the replacement site (i.e., phone, cable, power).
- Insurance while your property is in transit.

Self Move Schedule Payment

You may choose to be paid on the basis of a fixed moving cost schedule. The amount of the payment is determined by the schedule shown on the following page. If you choose this option, you will not be eligible for reimbursement of related expenses listed above. The moving cost schedule is designed to cover such expenses.

Self Move Actual Cost

An actual cost move is supported by receipted bills for labor and equipment. Hourly labor rates should not exceed the cost paid by a commercial mover to their employees. Labor rates must be pre-approved by the agency. Equipment rental fees should be based on actual cost of renting the equipment but not to exceed the cost paid by a commercial mover.

Storage Costs

Temporary storage as determined necessary by the agency and pre-approved for up to 12 months. Your request must be in writing.

Mobile Homes

Mobile homes, as defined in **WAC 468-100-002(17)**, may be determined to be either real property or personal property during the appraisal process.

Owners and/or occupants of mobile homes that are displaced by a public project may be eligible for different types of relocation replacement housing payments depending on different situations in relation to ownership and occupancy. Ownership and occupancy requirements for receiving any replacement housing entitlement as a mobile home owner/tenant are the same as for a regular residential housing situation. The requirements for an owner/tenant occupant in a typical, constructed residential dwelling are applied to the occupant of a mobile home in all respects.

Mobile Home Considered Real Estate

The mobile home will be acquired through the acquisition process as real estate according to agency procedures.

Mobile Home Considered Personal Property

The mobile home will not be purchased by the agency. You will be eligible for the reasonable costs of moving the mobile home, including disassembling, moving, reassembling, anchoring the unit, and utility hook up charges.

All occupants of mobile homes being displaced are eligible for the costs to move their personal property located inside the mobile home and outside on the site of the mobile home using the move options described in the moving payments section of this booklet and for advisory services.

Please do not move before you have discussed your move plans with your relocation specialist and have signed a written Moving Expense Agreement with the agency.

Fixed Moving Cost Schedule Payment

You may elect to receive payment for moving costs based on the following schedule. The number of eligible rooms is determined by the relocation specialist. Typically, bathrooms are not included in the room count.

Fixed Moving Cost Schedule*

For relocating personal property located in a dwelling: Payment to move contents of a furnished dwelling is \$300 plus \$50 for each additional room.

Note: The figures on this page were updated June 2008.

Note: The expense and dislocation allowance to a person with minimal personal possessions occupying a dormitory style room shared by two or more unrelated persons is limited to \$500 plus \$100 for each additional room..

Number of Eligible Rooms	Payment to Occupants Who Own Furnishings
1	\$800
2	\$1,100
3	\$1,400
4	\$1,700
5	\$2,000
6	\$2,300
7	\$2,600
8	\$2,900
Plus \$200 for each additional room	

*Includes \$500 dislocation allowance for utility hookups and other miscellaneous moving expenses.

REPLACEMENT HOUSING PAYMENTS

If you are a displaced person, you will be given a written notice of the maximum relocation payment that will apply to your situation. The notice will be provided at least 90 days before the date by which you may be required to move.

You cannot be required to move unless at least one “comparable replacement dwelling” is made available.

Replacement Housing Payments can be better understood if you become familiar with the definition of the following terms.

Comparable: Decent, Safe, and Sanitary

A comparable replacement dwelling must be “decent, safe, and sanitary,” and should be functionally similar to your present dwelling. While not necessarily identical to your present dwelling, the replacement should have certain attributes.

- Similar number of rooms and living space.
- Located in an area not subject to adverse environmental conditions.
- Generally not located in an area less desirable than your present location with respect to public utilities and commercial and public facilities.
- Currently available to you.
- Land area that is typical in size for similar dwellings located in the same or similar neighborhood or rural area.
- Within the financial means of the displaced person.
- If you chose to purchase a replacement dwelling that is not similar to your displacement dwelling then the Replacement Housing Payment (RHP) will be adjusted accordingly. For example, a single family dwelling is not considered similar to a multifamily dwelling and therefore not reasonable to apply the full calculated RHP to the purchase of your replacement dwelling.
- Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees).
- Be adequate in size with respect to the number of rooms and area of living space to accommodate the displaced person(s). The number of persons occupying each habitable room used for sleeping purposes should not exceed that permitted by local housing codes.
- Contain a well-lighted and ventilated bathroom providing privacy to the user and containing a sink, bathtub or shower stall, and toilet, all in good working order and properly connected to appropriate sources of water and sewage drainage system.
- Contain a kitchen area, with a fully usable sink properly connected to potable hot and cold water and to a sewage drainage system; with adequate space and utility connections for stove and refrigerator.
- Contain unobstructed egress to safe open space at ground level.
- For displaced persons with a disability, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling.

The DSS inspection should be completed by your relocation specialist prior to entering into a contractual agreement for your replacement dwelling.

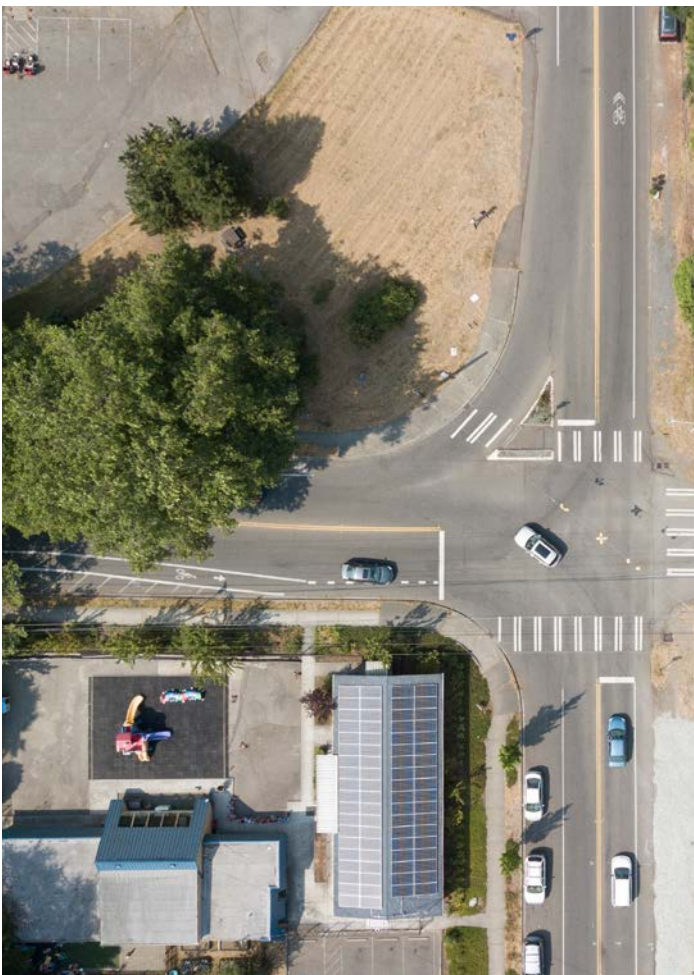
Decent, Safe, and Sanitary (DSS)

Replacement housing must be decent, safe, and sanitary, which means it meets all of the minimum requirements established by federal and state regulations and conforms to applicable housing and occupancy codes. The dwelling shall:

- Be structurally sound, weather tight, and in good repair.
- Contain a safe electrical wiring system adequate for lighting and other devices.

The purpose of the DSS inspection on the replacement dwelling is to determine eligibility for replacement housing payments and is not intended to be, nor constitutes, warrants, or guarantees that the replacement dwelling is free from defects.

You are advised to obtain a professional home inspection on the replacement dwelling prior to making the purchase. The cost of the home inspection is reimbursable as an incidental purchase expense.



Replacement Housing Payments

Replacement housing payments are separated into three basic types:

- **Price Differential** for owner occupants of 90 days or more.
- **Rent Supplement** for owner occupants and tenants of 90 days or more.
- **Down Payment Assistance** for tenants of 90 days or more.

The type of payment depends on whether you are an owner or a tenant, and how long you have lived in the property being acquired prior to negotiations.

Replacement Housing Payments for Owner Occupants of 90 days or more

If you are an owner and have occupied your home continuously for 90+ days prior to the offer to purchase your property (90-day owner), you may be eligible to receive a price differential payment for the cost necessary to purchase a comparable replacement dwelling. The agency will compute the maximum payment you are eligible to receive based on the most comparable dwelling selected by the department.

Price Differential

The price differential payment is the amount by which the cost of a comparable replacement dwelling exceeds the acquisition cost of the displacement dwelling. The price differential payment and the following payments are in addition to the acquisition price paid for your property.

If you receive more than the appraised value for your dwelling in the form of an administrative settlement, your price differential will be reduced.

- **Mortgage Interest Differential Payment (MIDP)**
You may be reimbursed for increased mortgage interest costs if the interest rate on your new mortgage exceeds that of your present mortgage. Your displacement dwelling must have been encumbered by a bona fide mortgage which was a valid lien for at least 180 days prior to the initiation of negotiations.
- **Incidental Purchase Expenses** – You may also be reimbursed for other expenses such as reasonable costs incurred for home inspection, title search, recording fees, and certain other closing costs normally paid by a purchaser, but not including prepaid expenses such as real estate taxes and property insurance. These expenses are found on the preliminary Housing and Urban Development (HUD) provided by the title company. Some expenses reimbursed are based on the outstanding balance of your current mortgage at your displacement dwelling. Your relocation specialist can provide a list of those reimbursable items upon request. A professional home inspection is highly recommended for owner/occupant and tenants utilizing down payment assistance.

Rent Supplement

If you decide not to purchase a replacement dwelling and elect to rent instead, you may be eligible for a rent supplement payment. Your relocation specialist can discuss this with you if you are interested in this option.

In order to become eligible for a replacement housing payment, you must purchase and occupy a DSS replacement dwelling within one year and make your claim for your replacement housing payment within 18 months.

Note: *Your 18-month claim period starts after either the date you move from the acquired property or the date you receive final payment, whichever is later.*

Example**Maximum Price Differential Payment Computation**

The agency computes the maximum payment based upon a DSS comparable replacement property selected by the agency that is currently available for you to purchase. The computation is shown as follows:

Price of Comparable Home	\$130,000
Acquisition Price of Your Property	-120,000
Maximum Price Differential	\$10,000
Acquisition Cost \$120,000	Comparable Replacement \$130,000

Example**Actual Price Differential Payment Computation**

How much of the price differential payment you receive depends on how much you actually spend to purchase a replacement home and the amount of the maximum price differential. Assuming the maximum payment is \$10,000 (as shown in the example above) your actual entitlement is computed as shown in these examples:

Example A

Purchase Price of Replacement Home	\$130,000
Acquisition Price of Your Property	-120,000
Actual Price Differential Payment	\$10,000

Example B

Price of Comparable Home	\$133,500
Acquisition Price of Your Property	-120,000
Maximum Price Differential	\$10,000
You Must Pay the Additional	\$3,500

Example C

Purchase Price of Replacement Home	\$127,000
Acquisition Price of Your Property	-120,000
Actual Price Differential Payment	\$ 7,000

Note: Owner occupants are further limited to an amount not to exceed the price differential they would be entitled to if they were classified as owners 90 days or more.

Replacement Housing Payments for 90-Day
Tenant Occupants

Rent Supplement

If you are a displaced tenant occupant of 90 days or more, you may be eligible for a rent supplement. To be eligible for a rental assistance payment, tenants and owners must be in actual and lawful occupancy for at least 90 days prior to the agency’s offer to purchase the property.

This payment was designed to enable you to rent a comparable decent, safe, and sanitary replacement dwelling for a three and one-half year period (42 months). If you choose to rent a replacement dwelling and the rental cost is higher than you have been paying, you may be eligible for rental assistance.

The amount of your total gross monthly income may also influence the amount of your rent supplement payment. Your relocation specialist will advise you further regarding this matter.

If you are paying little or no rent, your rent supplement payment will be calculated based on market rent.

The agency will compute the maximum payment you are eligible to receive based on the most comparable dwelling selected by the department. The rental assistance payment will be paid in accordance with agency policy.

In order to become eligible for a replacement housing payment, you must rent and occupy a DSS replacement dwelling within one year and you must also claim any payments within 18 months.

Note: The term “utilities” means expenses for electricity, gas, other heating and cooking fuels, water, and sewage.

Maximum Rent Supplement Computation

Monthly rent difference is	\$100
Maximum rent supplement equals 42 times monthly rent difference	\$4,200

In this example, Rent Supplement Payment may be any amount up to \$4,200

Example

Actual Rent Supplement Computation

Original Rent	\$600/month (includes utilities)
Replacement Rent	\$675/month (includes utilities)

In this example, the Actual Rental Assistance Payment over 3½ years is \$3,150 (\$75 difference times 42 months).

Down Payment Assistance

As a 90-day tenant occupant, you may use the full amount of your rent supplement or \$7,200, whichever is greater, as a down payment allowance and to pay some incidental expenses to purchase a replacement dwelling.

Incidental expenses include the reasonable costs of housing inspection, a title search, recording fees, and certain other closing costs, but do not include prepaid expenses such as real estate taxes and property insurance. You may also be eligible for the reimbursement of loan origination or assumption fees, if such fees are normal to real estate transactions in your area and they do not represent prepaid interest. The combined amount of the down payment and incidental expenses cannot exceed the amount of the computed rental assistance payment.

A professional home inspection of the replacement dwelling is strongly advised prior to the purchase.

Again, in order to become eligible for a replacement housing payment, you must purchase and occupy a DSS replacement dwelling within one year and make your claim for your replacement housing payment within 18 months.

Note: Owner occupants are further limited to an amount not to exceed the price differential they would be entitled to if they were classified as owners 90 days or more.

Example

Down Payment Assistance

Will be paid on replacement purchase and occupied within one year. Up to the amount of rental assistance calculated or \$7,200, whichever is greater.

HOUSING OF LAST RESORT

Assistance

Normally, an adequate supply of housing will be available for sale and for rent and the entitlements provided will be sufficient to enable you to relocate to comparable housing. However, there may be projects in certain locations where the supply of available housing is insufficient to provide housing for those persons being displaced.

If comparable housing is not available, or the replacement housing payment exceeds the statutory maximum of \$7,200 for a 90-day occupant or the statutory maximum of \$31,000 for a 90-day owner occupant, housing will be provided under an administrative process called Housing of Last Resort.

For those displaced persons who fail to meet the length of occupancy requirements, additional assistance will be available through Housing of Last Resort.

Necessary housing may be provided in a number of ways, such as:

- Purchasing an existing comparable residential property and renting it to a displaced tenant.
- Relocating and rehabilitating (if necessary) a displacement dwelling in order to make it available to a displaced owner.
- Purchasing, rehabilitating, and/or constructing additions to an existing dwelling to make it comparable to the displacement property.
- Purchasing land and constructing a new replacement dwelling comparable to the displacement property when comparables are not otherwise available.
- Purchasing an existing dwelling, removing barriers, and/or rehabilitating the structure to accommodate a displaced person when suitable comparable replacement dwellings are not available.
- Paying in excess of the statutory maximum \$7,200 or \$31,000 payment limits to persons to provide the necessary housing or financing.

There is broad flexibility in implementing the Housing of Last Resort program.

You have freedom of choice in the selection of replacement housing. The agency will not require any displaced person, without the person's written consent, to accept a replacement dwelling provided by the agency. If you decide not to accept the replacement housing offered by the agency, you may independently secure a replacement dwelling, providing it meets DSS housing standards. If you are eligible for replacement housing under the Housing of Last Resort program, you will be so informed by the relocation specialist who will explain the program.

Relocation Payments Not Considered Income

Relocation payments are not considered as income for the purpose of the Internal Revenue Code of 1986.

Right to Appeal an Agency Decision

The City will promptly review appeals in accordance with the requirements of applicable law and these Procedures.

- a. **Appealable Actions.** Any aggrieved person may file a written appeal with the City of Shoreline in any case in which the person believes that the City has failed to properly consider the person's eligibility for relocation assistance. Such assistance may include, but is not limited to, the person's eligibility for, or the amount of, a payment required under Chapter 12 of the Washington State Department of Transportation Right of Way Manual, or a relocation payment required under WAC 468-100-010.
- b. **Time Limit for Initiating Appeal.** A person must file a written appeal with the City within sixty (60) calendar days of receipt of the City's written determination of eligibility or entitlement. This written appeal should be addressed to the Public Works Director at 17544 Midvale Avenue North, Shoreline, WA 98133.
- c. **Appeal Requirements.** Appeals must be in writing. The City will consider a written appeal regardless of form. The appeal letter shall include the following:
 - The City's project name.
 - The Project Parcel number or the Tax Parcel number of the real property involved.
 - Date of the relocation notice that is being appealed.
 - Name of the aggrieved person(s).
 - A statement of issues/concerns.
 - An explanation of what the aggrieved person is claiming; all facts, reasons, and any supporting evidence as to the nature of the grievance or why the aggrieved person is otherwise aggrieved.
 - The relief requested.
 - The signature, current address and telephone number of the aggrieved person or the person's authorized representative.
- d. **Right to Representation.** Any aggrieved person has a right to be represented by legal counsel or other representative in connection with his or her appeal, but solely at the person's own expense.
- e. **Scope of Review of the Appeal.** Within ten (10) business days of receipt of the appeal, the City will evaluate the appeal to determine if it is complete. The City will send notice to the aggrieved person informing them if the appeal has been determined to be complete or requesting additional information. If additional information is necessary to process the appeal, the City will request the person file any additional information within ten (10) business days. Within ten (10) business days of receiving the additional information, or within fifteen (15) business days after sending the notice, if no additional information is filed, the City will issue a written decision on the appeal.

If the aggrieved person believes the City has not correctly evaluated the appeal, the aggrieved person may file a written request for additional consideration. The request for additional consideration must be filed within twenty-one (21) business days of receipt of the City's decision on the appeal. Within five (5) business days of receipt of the request for additional consideration, the City will appoint an independent decision maker knowledgeable in relocation assistance regulations.

Within ten (10) business days of appointment, the City will send a notice to the aggrieved person advising them of the name, address and contact information of the decision maker, and notifying them that all previously submitted information will be forwarded to the decision-maker. The notice will also indicate that the aggrieved person may file any additional information not already submitted with the appeal directly to the decision maker within ten (10) business days of receipt of the notice. The City will also provide a written brief supporting their decision to the decision-maker and to the aggrieved person within the same ten (10) business day time frame.

Within ten (10) business days of receiving the City's brief and any additional information from the aggrieved person, the decision-maker will issue a final decision in writing.

The aggrieved person has a right to seek judicial review of the City's final decision.

Agency Title VI Notice to Public

The agency hereby gives notice that it is the policy of the agency to ensure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, national origin, disability, age, or religion, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the agency receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has the right to file a formal complaint with the agency. Any such complaint must be in writing and filed with the agency Title VI Specialist within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling 360-705-7083.



NON-RESIDENTIAL RELOCATION ASSISTANCE PROGRAM

Business/Farm/Nonprofit Organization
Questions and Answers

March 2019

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INTRODUCTION

Introduction

The Relocation Assistance Program is designed to establish uniform procedures in relocation assistance that will assure legal entitlements and provide fair, equitable, and consistent treatment to persons displaced by projects administered by the agency.

The program is administered in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA).

This booklet 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 booklet, 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. Thank you for taking the time to read this booklet. We appreciate your understanding and cooperation.

The relocation assistance program is discussed on the following pages.

RELOCATION ADVISORY ASSISTANCE

What is “Relocation Advisory Assistance?”

Your relocation specialist will interview you to:

- Explain relocation services and payments available, eligibility requirements, and procedures for obtaining assistance.
- Determine the relocation needs and preference for your operation by completing an occupancy survey.
- Provide advice as to other sources of assistance and technical help.
- Explain substitute personal property and actual direct loss of tangible personal property so you can make informed decisions regarding your relocation.

The level of advisory services may be different for each displaced business depending on the complexity of the business operation.

Lawfully Present in the United States

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.

Not Lawfully Present in the United States

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.



GENERAL RELOCATION

When do I become eligible for relocation assistance?

You will become eligible for relocation assistance on the day the agency makes a written offer to buy the property you are occupying, if the agency determines that there are persons or personal property which must be moved.

When do I have to move?

You cannot be required to move unless given a written assurance at least 90 days prior to the date by which you will be required to vacate the property. In most cases, the agency will provide this assurance in the relocation letter entitled, "Notice of Relocation Eligibility, Entitlements, and 90 Day Assurance."

If occupancy of the property beyond the date the agency acquires possession is allowed, you will be required to sign a rental agreement with the agency and pay rent. The relocation 90 day Assurance should not be confused with the required 20 day notice to cancel or terminate your lease, which is administered by our Property Management Program. For information regarding the cancellation/termination of your lease, please refer to the term clause in your Displacee Lease or contact your Property Management Specialist.

It is our policy to work with you to enable you to move with the least amount of disruption to your operation.

Are relocation payments considered income?

Relocation payments are not considered as income for the purpose of the Internal Revenue Code of 1986.

When do I get paid for my relocation expenses?

In most cases, you will be reimbursed for relocation expenses after you have moved or incurred an eligible expense. In some cases, progress payments can be made if the agency determines it is necessary.

If I move before the agency's written offer, am I eligible for relocation assistance?

You may jeopardize your relocation rights unless you have reached a prior written agreement with the agency.

How long do I have to claim my relocation benefits?

All claims for relocation payments shall be filed with the agency within 18 months after:

- **If you are a tenant** — the date you move from the acquired property.
- **If you are an owner** — the latter of the date you move or the date you receive final payment for your property.

DEFINITIONS

What is a business?

The term “business” means any lawful activity, except a farm operation, that is conducted:

1. Primarily for (a) the purchase, sale, lease, or rental of personal or real property; (b) the manufacture, processing, or marketing of products, commodities, or any other personal property; or (c) any combination of these activities.
2. Primarily for the sale of services to the public.
3. Primarily for outdoor advertising display purposes, when the display must be moved as a result of the project.
4. By a nonprofit organization that has established its nonprofit status under applicable federal or state law.

How do I qualify as a business?

In order to qualify to receive relocation assistance as a business displacement, you must:

1. Meet the definition of a business.
2. Report income on an annual tax return. A complete, certified copy of your most recent tax return may be required.

What is a farm operation?

The term “farm operation” means any activity conducted solely or primarily for the production and/or sale of one or more agricultural products or commodities, including timber, and customarily producing such products or commodities in sufficient quantity to be capable of contributing materially to the operator’s support.

What is a nonprofit organization?

The term “nonprofit organization” means an organization that is incorporated under the applicable laws of a state as a nonprofit organization, and exempt from paying federal income taxes under Section 501 of the Internal Revenue Code (26 U.S.C. 501).

What is the Uniform Act?

The term “Uniform Act” means the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (84 Stat. 1894; 42 U.S.C. 4601 et seq.; Pub. L. 91-646), and amendments thereto.

Will the agency find a replacement site for my business?

A relocation specialist will provide information on the availability, purchase price and rental costs of suitable commercial and farm properties and locations and/or refer you to real property specialists in your area. The relocation specialist will assist a business or farm operation to become established in a replacement location.

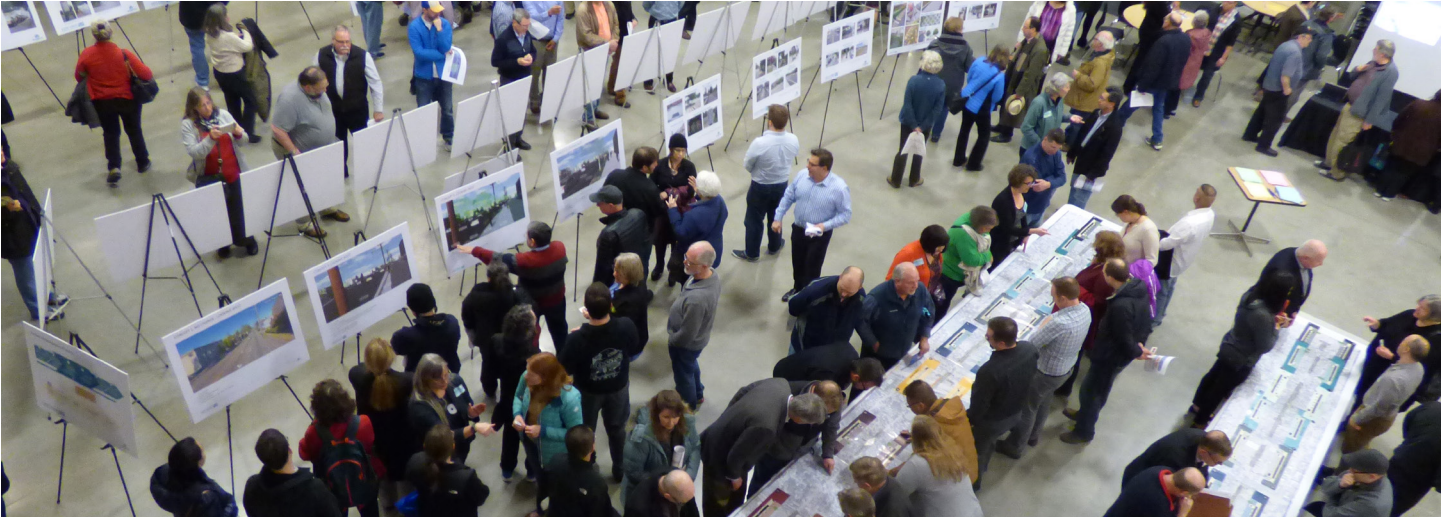
It is important to understand that the law does not require an agency to find a replacement for a business operation. The agency will offer assistance but ultimately it is the business owner’s responsibility to locate a suitable replacement site.

IF YOU HAVE TO MOVE . . .

Whenever property is needed for a transportation facility, it is necessary to acquire property from someone. We wish it were possible to locate a transportation facility without causing inconvenience for you or your neighbors. However, these acquisitions make it necessary for the occupants of the properties to move.

Please do not move until you discuss your moving plans with your relocation specialist. Before moving, you will need to sign a “Moving Expense Agreement.”

If you move without signing a Moving Expense Agreement, you may jeopardize your entitlement to relocation assistance.



MOVING EXPENSES

What are my moving options?

You may move yourself, be professionally moved, or choose a combination of both.

Self Move

If you choose to move yourself, the amount the agency pays you for your move will be based upon moving estimates. In most instances, the agency will secure three moving estimates from professional movers to determine the reasonable and necessary amount for moving your operation. The relocation specialist can develop a Specialist Move Estimate if the move is considered uncomplicated and less than \$5,000 in move costs.

Fixed Payment Move

Alternatively, if you meet certain requirements, you may select a fixed payment move that is based upon your average annual net earnings for the last two years. The maximum payment is \$40,000 and the minimum payment is \$1,000 (see “What is the fixed payment?”). Landlords are not eligible to receive the fixed payment.

Commercial Move

If you choose a commercial move, the amount the agency pays for your move will be based on the lowest acceptable bid. In most cases, the agency will secure three moving estimates from professional movers in the local area.

What types of relocation payments are businesses entitled to receive?

Relocation payments are broken down into four types:

1. Moving Expenses.
2. Reestablishment Expenses.
3. Related Non-Residential Eligible Expenses.
4. Fixed Moving Payment.

What costs are reimbursable as “moving expenses?”

Eligible expenses for moving personal property include:

- Transportation costs for a distance up to a maximum of 50 miles.
- Packing, crating, unpacking, and uncrating.
- Disconnecting, dismantling, removing, reassembling, and reinstalling relocated machinery, equipment, and other personal property.
- Modifications to personal property required by code.

What costs are reimbursable as “related non-residential eligible expenses?”

- Professional services performed prior to the purchase/lease of a replacement site to determine suitability for the business operation.
- Impact fees and one-time assessments for anticipated heavy utility usage.
- Utility connection expenses associated with running the utilities from the right of way adjacent to the replacement site to the improvement on the replacement site (not related to personal property).

Packing and crating includes only the work necessary to accomplish the move of the personal property. This may include the cost necessary to box, bundle, or palletize the personal property.

Reinstallation of equipment includes connection to utilities. This may include installing utilities from the relocated equipment to the box or meter depending upon your particular situation.

Reinstallation also includes modifications to the equipment necessary to adapt it to the replacement structure, site, or utilities, or adapting the utilities at the replacement site to the relocated equipment.

RELATED MOVING EXPENSES

The following items are related moving expenses:

Replacing Printed Materials and Business Items

Expenses to replace existing stocks of printed materials and business items made obsolete by the move that require an address or phone number change are eligible for reimbursement. This includes such items as invoices, stationery, business cards, and promotional items. Your relocation specialist will require a copy of the old item and the newly printed item. In some cases, rather than replacing printed materials, a “green” alternative would be to use stickers with replacement site address.

Search Expenses

You are entitled to reimbursement for expenses in searching for a replacement property not to exceed \$2,500. Expenses may include transportation, meals, and lodging when away from home; reasonable value of the time spent during search must be preapproved;

fees paid to real estate agents, brokers, or consultants to locate a replacement site exclusive of any fees or commissions related to the purchase of the site; time spent in obtaining permits and attending zoning hearings; and time spent negotiating the purchase of a replacement site based on a reasonable salary or earnings.

You will be required to document your search efforts in a site search log that will be provided by your relocation specialist. Search area is limited within 50 miles of the displacement location.

Direct Loss of Tangible Personal Property or Purchase of Substitute Personal Property

You may be eligible for a payment if personal property is abandoned or replaced as a result of your move or if you discontinue your operation.

Direct Loss of Tangible Personal Property

If you choose to abandon an item of personal property rather than relocating the item, the payment is based upon the lesser of the cost to move the item, or the market value in place “as is,” less any proceeds from the sale of the item. A reasonable attempt to sell the item is required.

Your relocation specialist will assist you with the process. Appropriate documentation is required, i.e., copy of ad, receipts, bill of sale. Unsuccessful attempts to sell personal property will require a transfer of ownership to the agency.

Substitute Personal Property

If you choose to promptly replace an item of personal property rather than relocating the item, the payment is the lesser of the cost to move the item, or the cost of providing the substitute item, less any proceeds from the sale of the item. A reasonable attempt to sell the item is required.

Your relocation specialist will assist you with the process. Appropriate documentation is required, i.e., copy of ad, receipts, bill of sale. Unsuccessful attempts to sell personal property will require a transfer of ownership to the agency.

Insurance for the Move

Your property may be insured for its full replacement value (over and above the mover’s standard coverage) in connection with the move. Your relocation specialist will require a copy of your insurance declaration.

Licenses, Permits, and Certificates

Licenses, permits, or certification requirements that are eligible for reimbursement are those that are required to operate the business. The payment will be based upon the remaining useful life of the existing license, permit, or certification. Eligible expenses do not include general occupancy licenses, occupancy permits, building permits, or one-time assessments that any business would have to pay for occupancy of the property.

Move Planning Expenses

Depending on the complexity of your move, you may wish to hire a professional to help with planning the move of your personal property. You must hire a professional in order to be eligible for reimbursement.

Planning expenses include only those expenses necessary to plan the move, placement, and layout of the personal property and must be supported by documentation, i.e., floor plan layout, log of work performed. You will want to secure a minimum of two scopes of works from potential planners and get preapproval of expenses prior to entering into a contractual obligation.

In some instances, a displaced business can apply for a waiver and request that their business perform the work. Your business must offer the particular service as part of your daily business operation. You will be required to submit qualifications, reasons for wanting to complete work, hourly rate, and scope of work.

Suggestion to Business Owners: Prior to entering into a contractual obligation with a Professional Services Consultant, it is highly recommended that you have the agency review the Scope of Work to determine which items listed are eligible for reimbursement.

Move Supervision Expenses

Supervision expenses include reimbursement for your time to supervise the move. Supervision is sometimes necessary to direct the placement of personal property and to facilitate the moving process. Your time to supervise the move (does not include planning) is limited to no more than the length of time it would take a professional mover to complete the actual physical move. Hourly labor rates are based on reasonable salary or earnings and must be preapproved by the agency prior to the beginning of the move. All expenses must be actual, reasonable, and necessary, as determined by the agency.

Temporary Storage

You may be eligible for the cost to store your personal property in a commercial storage facility. Storage expenses will be reimbursed if they are considered reasonable and necessary by the agency. Storage must be preapproved and is limited to 12 months. The request must be in writing.

FIXED MOVING PAYMENT

What is the “Fixed Moving Payment?”

A “Fixed Moving Payment” provides an option for moving expenses based on the net earnings of your business. Landlords are not eligible to receive a fixed moving payment.

If you choose the fixed moving payment option you will be ineligible to receive reimbursement for any other relocation expenses. For this reason this benefit is often referred as an “In Lieu” payment.

For you to be eligible for a fixed payment, your operation must move and you must meet the following requirements:

- You must have personal property to move and you actually move from the displacement site.
- You cannot be relocated without a substantial loss of existing patronage.
- Your operation is not operated at the displacement site solely for the purpose of renting a dwelling or site to others.
- Your operation must have contributed materially to your income during the two taxable years prior to displacement.
- Your business is not part of a commercial enterprise having more than three other entities, which are not being acquired by the agency, and which are under the same ownership and engaged in the same or similar business activities.

How is the “Fixed Moving Payment” calculated?

The fixed payment is based upon the average annual net earnings of your operation for two taxable years immediately preceding the taxable year in which you were displaced.

The minimum fixed payment is \$1,000 and the maximum fixed payment cannot exceed \$40,000. The actual amount of the fixed payment will be based on actual net earnings.

Example:

2009	2010	2011
Annual Net Earnings \$8,000	Annual Net Earnings \$10,000	Year Displaced

Average \$9,000 = Fixed Payment

You must provide information to the agency to support your claim. Proof of net earnings can be documented by providing recent complete certified copies of income tax information as reported to the IRS.

For a nonprofit organization, the amount of the fixed payment is based on the average of two years annual gross revenues less administrative expenses.

REESTABLISHMENT EXPENSES

What are reestablishment expenses?

You may be eligible to receive a payment, not to exceed \$50,000, for all expenses actually incurred in relocating and reestablishing your operation that are considered by the agency to be reasonable and necessary. These may include, but are not limited to, the following:

- Repairs or improvements to the replacement real property as required by federal, state, local law, code, or ordinance.
- Modifications to the replacement real property to accommodate the business operation or make replacement structure suitable for conducting the business.
- Construction and installation costs for exterior signing to advertise the business.
- Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting.
- Advertisement of replacement location.
- Estimated increased cost for two years at the replacement site for such items as:
 - Lease or rental charges.
 - Personal or real property taxes.
 - Insurance premiums.
 - Utility charges, excluding impact fees.

Note: Payment of reestablishment entitlements cannot be made to a part-time business in the home which does not contribute materially to the household income.



INELIGIBLE EXPENSES

What are some relocation expenses that are not reimbursable?

- The cost of moving items considered to be real estate or any personal property purchased by the agency as part of the real estate acquisition.
- Loss of business, profits, good will, trained employees (includes loss due to downtime), or personal injury.
- Additional operating expenses because of operating in a new location except as provided for as reestablishment expenses.
- Any legal fee or other cost for preparing a claim for a relocation payment or for any appeal of your relocation benefits.
- Physical changes to real property at the replacement location except as provided for as reestablishment expenses.
- Costs for storage on real property already owned or leased by you.
- Interest on loans to cover moving expenses or reestablishment expenses.
- Cost of new construction.
- Purchase of capital assets, manufacturing materials, production supplies, or other items used in normal business operation.
- Interior or exterior refurbishments of the replacement site for aesthetic purposes.

Right to Appeal an Agency Decision

The City will promptly review appeals in accordance with the requirements of applicable law and these Procedures.

- a. **Appealable Actions.** Any aggrieved person may file a written appeal with the City of Shoreline in any case in which the person believes that the City has failed to properly consider the person's eligibility for relocation assistance. Such assistance may include, but is not limited to, the person's eligibility for, or the amount of, a payment required under Chapter 12 of the Washington State Department of Transportation Right of Way Manual, or a relocation payment required under WAC 468-100-010.
- b. **Time Limit for Initiating Appeal.** A person must file a written appeal with the City within sixty (60) calendar days of receipt of the City's written determination of eligibility or entitlement. This written appeal should be addressed to the Public Works Director at 17544 Midvale Avenue North, Shoreline, WA 98133.
- c. **Appeal Requirements.** Appeals must be in writing. The City will consider a writ-ten appeal regardless of form. The appeal letter shall include the following:
 - The City's project name.
 - The Project Parcel number or the Tax Parcel number of the real property involved.
 - Date of the relocation notice that is being appealed.
 - Name of the aggrieved person(s).
 - A statement of issues/concerns.
 - An explanation of what the aggrieved person is claiming; all facts, reasons, and any supporting evidence as to the nature of the grievance or why the aggrieved person is otherwise aggrieved.
 - The relief requested.
 - The signature, current address and telephone number of the aggrieved person or the person's authorized representative.

- d. **Right to representation.** Any aggrieved person has a right to be represented by legal counsel or other representative in connection with his or her appeal, but solely at the person's own expense.
- e. **Scope of Review of the Appeal.** Within ten (10) business days of receipt of the appeal, the City will evaluate the appeal to determine if it is complete. The City will send notice to the aggrieved person informing them if the appeal has been determined to be complete or requesting additional information. If additional information is necessary to process the appeal, the City will request the person file any additional information within ten (10) business days. Within ten (10) business days of receiving the additional information, or within fifteen (15) business days after sending the notice, if no additional information is filed, the City will issue a written decision on the appeal.

If the aggrieved person believes the City has not correctly evaluated the appeal, the aggrieved person may file a written request for additional consideration. The request for additional consideration must be filed within twenty-one (21) business days of receipt of the City's decision on the appeal. Within five (5) business days of receipt of the request for additional consideration, the City will appoint an independent decision maker knowledgeable in relocation assistance regulations.

Within ten (10) business days of appointment, the City will send a notice to the aggrieved person advising them of the name, address and contact information of the decision maker, and notifying them that all previously submitted information will be forwarded to the decision maker. The notice will also indicate that the aggrieved person may file any additional information not already submitted with the appeal directly to the decision maker within ten (10) business days of receipt of the notice. The City will also provide a written brief supporting their decision to the decision maker and to the aggrieved person within the same ten (10) business day time frame.

Within ten (10) business days of receiving the City's brief and any additional in-formation from the aggrieved person, the decision maker will issue a final decision in writing.

The aggrieved person has a right to seek judicial review of the City's final decision.

Agency Title VI Notice to Public

The agency hereby gives notice that it is the policy of the agency to ensure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, national origin, disability, age, or religion, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the agency receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has the right to file a formal complaint with the agency. Any such complaint must be in writing and filed with the agency Title VI Specialist within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling 360-705-7083.



PERSONAL PROPERTY ONLY RELOCATION ASSISTANCE PROGRAM

March 2019

INTRODUCTION

Introduction

The Relocation Assistance Program is designed to establish a uniform policy to help minimize any hardships you may experience as a result of your move. 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. Thank you for taking the time to read this brochure. We appreciate your understanding and cooperation.

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) from the acquired property.

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 but where the residence located on the property will not be affected.
- Personal property is located on a portion of property that is being acquired but where the business located on the property can still operate after the acquisition of the needed property and where the business will not incur reestablishment expenses.
- Personal property is located in a unit (or units) in a storage facility that will be acquired in whole or in part.
- Vehicles, trucks, recreational vehicles, boats, and other miscellaneous trailers, either operational or not, are located on property that will be acquired.
- Minimal personal property is located 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 expense of moving your personal property to a replacement location of your choosing. The payment shall be limited to expenses for moving within a 50 mile radius of the displacement location.

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.

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. You will need to work with your relocation specialist to prepare a written and photo inventory of the items to be moved. The self-move option is based on either bids by qualified movers, an estimate by your relocation specialist, or predetermined move cost schedules. If a bid is required, your relocation specialist will prepare a Request for Proposal and Moving Specification 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'	\$200 \$300
5' by 10'	\$250 \$600
10' by 10'	\$350 \$1,200
10' by 15'	\$550 \$1,800
10' by 20'	\$750 \$2,400
10' by 30'	\$1,000 \$3,600

The new cost schedule has more line items.

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

Operational vehicles and motor homes	\$35 each \$50
Boats with trailers, utility trailers, car trailers, travel trailers, and fifth-wheel trailers	\$150 each \$200
Non-operating vehicles and smaller motor homes that require towing	\$125 each \$200
Non-operating trucks and larger motor homes that require towing	\$150 each \$200

A dislocation allowance in the amount of \$35.00 shall be paid to each person or business that rents a mailbox in a commercial mailbox operation. **\$50**

Move costs for appliances shall be based on a fixed rate of \$50.00 per appliance, which includes the cost to disconnect and reconnect. **\$100**

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 standard to determine if costs are reasonable. Prior to the start of the move, a written and photo inventory of the personal property items to be moved must be completed.

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

Payment of Personal Property Only Entitlements

Payment for move expenses will be paid 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

The City will promptly review appeals in accordance with the requirements of applicable law and these Procedures.

- a. **Appealable Actions.** Any aggrieved person may file a written appeal with the City of Shoreline in any case in which the person believes that the City has failed to properly consider the person's eligibility for relocation assistance. Such assistance may include, but is not limited to, the person's eligibility for, or the amount of, a payment required under Chapter 12 of the Washington State Department of Transportation Right of Way Manual, or a relocation payment required under WAC 468-100-010.
- b. **Time Limit for Initiating Appeal.** A person must file a written appeal with the City within sixty (60) calendar days of receipt of the City's written determination of eligibility or entitlement. This written appeal should be addressed to the Public Works Director at 17544 Midvale Avenue North, Shoreline, WA 98133.
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 - The City's project name.
 - The Project Parcel number or the Tax Parcel number of the real property involved.
 - Date of the relocation notice that is being appealed.
 - Name of the aggrieved person(s).
 - A statement of issues/concerns.
 - An explanation of what the aggrieved person is claiming; all facts, reasons, and any supporting evidence as to the nature of the grievance or why the aggrieved person is otherwise aggrieved.
 - The relief requested.
 - The signature, current address and telephone number of the aggrieved person or the person's authorized representative.
- d. **Right to representation.** Any aggrieved person has a right to be represented by legal counsel or other representative in connection with his or her appeal, but solely at the person's own expense.
- e. **Scope of Review of the Appeal.** Within ten (10) business days of receipt of the appeal, the City will evaluate the appeal to determine if it is complete. The City will send notice to the aggrieved

person informing them if the appeal has been determined to be complete or requesting additional information. If additional information is necessary to process the appeal, the City will request the person file any additional information within ten (10) business days. Within ten (10) business days of receiving the additional information, or within fifteen (15) business days after sending the notice if no additional information is filed, the City will issue a written decision on the appeal.

If the aggrieved person believes the City has not correctly evaluated the appeal, the aggrieved person may file a written request for additional consideration. The request for additional consideration must be filed within twenty-one (21) business days of receipt of the City's decision on the appeal. Within five (5) business days of receipt of the request for additional consideration, the City will appoint an independent decision maker knowledgeable in relocation assistance regulations.

Within ten (10) business days of appointment, the City will send a notice to the aggrieved person advising them of the name, address and contact information of the decision maker, and notifying them that all previously submitted information will be forwarded to the decision maker. The notice will also indicate that the aggrieved person may file any additional information not already submitted with the appeal directly to the decision maker within ten (10) business days of receipt of the notice. The City will also provide a written brief supporting their decision to the decision maker and to the aggrieved person within the same ten (10) business day time frame.

Within ten (10) business days of receiving the City's brief and any additional information from the aggrieved person, the decision maker will issue a final decision in writing.

The aggrieved person has a right to seek judicial review of the City's final decision.

Title VI Statement to Public

It is the agency policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally-funded programs and activities.



EXHIBIT E

SAMPLE REPLACEMENT SITES

Single Family Client Full Attachment A Exhibit A

329 NE 92nd St, Seattle, WA 98115

MLS#: **1903869** Status: **Active**

Area: **710 - North Seattle**

Commtty: **Maple Leaf**

LP: **\$675,000**

County: **King**



Marketing Remarks

Well located home in the Maple Leaf neighborhood. Walking distance to the Northgate Transit Center, Seattle Kracken Complex and all that Northgate and Maple leaf have to offer. The home is prime candidate for flipping or rehabing. Livable floor plan with room to grow. 3 bedrooms possible 4th in lower level, 1 3/4 baths, off street parking and large mostly level fenced rear yard.
Offers: **Seller will review offers on Offer Review Date (may review/accept sooner) - 03/29/2022**

General Information

Prop Type:	Single Family	Sub Prop:	Residential	SF Source:	Appraisal
Beds:	4	Baths:	1.75	SF:	1,504
Yr Built:	1937	Price/SF:	\$448.80	Lot Size:	.132 ac/5,740 sf
Elementary:	Buyer To Verify	Jr High:	Buyer To Verify	School Dist:	Seattle
Snr High:	Buyer To Verify	Gd/Map:	,		
Map Book:		H/O Incl:	Cable TV		
Mnth Dues:					
SOC:	3				
Directions:	From 5th Avenue northeast go west on 92nd Avenue, home is on the south side of the street approximately 1 1/2 blocks west.				

Listing Information

Ann Taxes:	\$5,522.00	Tax Year:	2022	Snr Expt:	No	Form 17:	Provided
Ttl Cvr Prk:	0	Prk Spc:		Prk Typ:	Driveway Parking		
Style Code:	16 - 1 Story w/Bsmnt.			Bld Nm:	Dennys J.W>		
Bld Cond:	Average			Bld Info:	Built On Lot		
Bsmnt:	Fully Finished			Roof:	Composition		
Foundation:	Poured Concrete			Exterior:	Wood		
Sewer:	Sewer Connected			First Refusal:	No	Seller's Concess:	
Lot Top/Veg:	Garden Space, Partial Slope						
Lot Dtls:	Sidewalk						
Site Feat:	High Speed Internet, Outbuildings, RV Parking						

Interior Features

Main Beds:	2	M 1/2 Baths:	0	M 3/4 Baths:	0	M F Baths:	0
Upper Beds:		U 1/2 Baths:	0	U 3/4 Baths:	0	U F Baths:	1
Lw Beds:	2	L 1/2 Baths:	0	L 3/4 Baths:	1	L F Baths:	0
Ttl Beds:	4	Ttl 1/2 Baths:	0	Ttl 3/4 Baths:	1	Ttl F Baths:	1
Ttl Baths:	1.75	Main Fplc:	1	Upper Fplc:		Lw Fplc:	
Ttl Fplc:	1			Energy:	Electric		
Heat/Cool:	Insert						
Wtr Heatr:	Electric / Basement						
Ty/Loc:							
Floor Cvr:	Hardwood, Vinyl						
Appliances:	Dryer, Microwave, Refrigerator, Stove/Range						

Room Information

<u>Room</u>	<u>Level</u>	<u>Dimensions</u>	<u>Description</u>
FamilyRoom	Lower		
LivingRoom	Main		
Bathroom - 3/4	Lower		
Bathroom - Full	Upper		
Bedroom	Lower		
Bedroom	Lower		
Bedroom	Main		
Bedroom	Main		

Information Deemed Reliable But Cannot Be Guaranteed. Lot Size and Square Footage Are Estimates. 3/22/2022 10:40:16 PM.

Single Family Client Full Attachment A Exhibit A

522 NE 145th St, Shoreline, WA 98155

MLS#: **1879818** Status: **Active**

Area: **720 - Lake Forest Park**

Commty: **Shoreline**

LP: **\$799,950**

County: **King**



Marketing Remarks

Prime location with value in land - MUR70 zoning. Corner lot facing Jackson Park Golf Course. 6 minute walk from future Sound Transit's Shoreline South/148th Station and 1 minute I-5 access. Base density allows up to 7 dwelling units – buyer to verify. Property sold as-is. Use as rental while getting permits. Drive by only, please do not disturb tenants.

Offers: Seller intends to review offers upon receipt

General Information

Prop Type:	Single Family	Sub Prop:	Residential	SF Source:	Realist
Beds:	3	Baths:	1	SF:	1,050
Yr Built:	1948	Price/SF:	\$761.86	Lot Size:	.147 ac/6,399 sf
Elementary:	Briarcrest Elem	Jr High:	Kellogg Mid	School Dist:	Shoreline
Snr High:	Shorecrest High	Gd/Map:	,		
Map Book:		H/O Incl:			
Mnth Dues:		Cat/Dog:			
Mntly Rent:	\$1,600				
SOC:	3				
Directions:	From I-5 N exit 175 to NE 145th St, property will be on the left.				

Listing Information

Ann Taxes:	\$5,496.00	Tax Year:	2021	Snr Expt:	No	Form 17:	Provided
Ttl Cvr Prk:	0	Prk Spc:		Prk Typ:	Driveway Parking		
Style Code:	10 - 1 Story			Bld Nm:	Saulsberry Heights Add		
Bld Cond:				Bld Info:	Built On Lot		
Bsmnt:	None			Roof:	Composition		
Foundation:				Exterior:	Wood		
Sewer:	Sewer Connected			First Refusal:		Seller's	
Lot Top/Veg:	Level					Concess:	
Lot Dtls:	Value In Land						

Interior Features

Main Beds:	3	M 1/2 Baths:	0	M 3/4 Baths:	0	M F Baths:	1
Upper Beds:		U 1/2 Baths:	0	U 3/4 Baths:	0	U F Baths:	0
Lw Beds:		L 1/2 Baths:	0	L 3/4 Baths:	0	L F Baths:	0
Ttl Beds:	3	Ttl 1/2 Baths:	0	Ttl 3/4 Baths:	0	Ttl F Baths:	1
Ttl Baths:	1	Main Fplc:		Upper Fplc:		Lw Fplc:	
Ttl Fplc:	0						
Heat/Cool:	Forced Air			Energy:	Electric		
Wtr Heatr:							
Ty/Loc:							

Room Information

<u>Room</u>	<u>Level</u>	<u>Dimensions</u>	<u>Description</u>
Primary Bedroom	Main		
LivingRoom	Main		
Kit w ES	Main		
Entry	Main		
DiningRoom	Main		
Bedroom	Main		
Bedroom	Main		
Bathroom - Full	Main		

Information Deemed Reliable But Cannot Be Guaranteed. Lot Size and Square Footage Are Estimates. 3/22/2022 10:43:57 PM.

Single Family Client Full Attachment A Exhibit A

1216 NE 155th St, Shoreline, WA 98155

MLS#: **1901306** Status: **Active**

Area: **720 - Lake Forest Park**

Commy: **Ridgecrest**

LP: **\$669,000**

County: **King**



Marketing Remarks

Welcome home to this charming & tastefully updated rambler on a large 8,000+ sf corner lot in Ridgecrest of Shoreline! Relax around the cozy fireplace in the open great room made for entertaining. 2 spacious bedrooms + den/office drenched in natural light. Beautiful hardwood floors, new paint & carpet throughout, new appliances, gas heating, newer sewer line and updated plumbing just to list a few perks. Enjoy your fully fenced flat yard w/Southern exposure, firepit & shed for storage. Parking for two or add instant equity with a garage. Walking distance to Hamlin Park, transit, school & quick access to golf course, I-5, 99 & future Shoreline/145th Light Rail Station making Seattle only 17 minutes away. This is home!

Offers: **Seller will review offers on Offer Review Date (may review/accept sooner) - 03/22/2022**

General Information

Prop Type:	Single Family	Sub Prop:	Residential	SF Source:	Tax
Beds:	2	Baths:	1	SF:	1,100
Yr Built:	1947	Price/SF:	\$608.18	Lot Size:	.190 ac/8,281 sf
Elementary:	Ridgecrest Elem	Jr High:	Kellogg Mid	School Dist:	Shoreline
Snr High:	Shorewood High	Gd/Map:	,		
Map Book:		H/O Incl:			
Mnth Dues:		SOC Comments:	Thank you for showing!		
SOC:	3	Directions:	From 99 turn East onto 155th - House on North side of the street. Plenty of street parking to park for showings.		

Listing Information

Ann Taxes:	\$6,019.00	Tax Year:	2021	Snr Expt:	No	Form 17:	Provided
Ttl Cvr Prk:	0	Prk Spc:		Prk Typ:	Driveway Parking		
Style Code:	10 - 1 Story			Bld Nm:			
Bld Cond:				Bld Info:	Built On Lot		
Bsmnt:	None			Roof:	Composition		
Foundation:	Poured Concrete			Exterior:	Wood Products		
Sewer:	Sewer Connected			First Refusal:	No	Seller's Concess:	
View:	Territorial						
Lot Top/Veg:	Garden Space, Level						
Lot Dtls:	Corner Lot, Curbs, Paved Street, Sidewalk						
Site Feat:	Fenced-Fully, High Speed Internet, Outbuildings						

Interior Features

Main Beds:	2	M 1/2 Baths:	0	M 3/4 Baths:	0	M F Baths:	1
Upper Beds:		U 1/2 Baths:	0	U 3/4 Baths:	0	U F Baths:	0
Lw Beds:		L 1/2 Baths:	0	L 3/4 Baths:	0	L F Baths:	0
Ttl Beds:	2	Ttl 1/2 Baths:	0	Ttl 3/4 Baths:	0	Ttl F Baths:	1
Ttl Baths:	1	Main Fplc:	1	Upper Fplc:		Lw Fplc:	
Ttl Fplc:	1			Energy:	Natural Gas		
Heat/Cool:	Forced Air						
Wtr Heatr:	Gas / Laundry Room						
Ty/Loc:							
Floor Cvr:	Ceramic Tile, Hardwood, Wall to Wall Carpet						
Appliances:	Dishwasher, Microwave, Refrigerator, Stove/Range						
Interior Ft:	Dbl Pane/Storm Windw, Dining Room, Walk-in Pantry						

Room Information

<u>Room</u>	<u>Level</u>	<u>Dimensions</u>	<u>Description</u>
DiningRoom	Main		
UtilityRoom	Main		
Bedroom	Main		
LivingRoom	Main		
Kit w ES	Main		
Entry	Main		
Bedroom	Main		
Bathroom - Full	Main		

Information Deemed Reliable But Cannot Be Guaranteed. Lot Size and Square Footage Are Estimates. 3/22/2022 10:05:57 PM.

[98133](#)

trulia



FOR RENT PET FRIENDLY

29

12049 Roosevelt Way NE

Seattle, WA 98125 [Pinehurst](#)

\$3,450/mo

- 3 Beds
- 2 Baths
- 1,310 sqft

Local Information

- Map
- Schools
- Shop & Eat



-- mins to [Commute Destination](#)



Description

[\(206\) 429-8247](#)

7c-101



comfortable, cozy living. Newly updated to add a 2nd full bath and convenient laundry space, it's just waiting to welcome you home!

From the trendy glass panel front door through the sliding patio doors, this charmer is awash in light! A wide-open floor plan, large windows, and plenty of recessed lighting ensure tons of natural light and year-round brightness. Perfect for entertaining, the central well-appointed kitchen keeps you part of the action as you feast with friends and family. Gather around the cozy wood fireplace for long evenings of conversation or curl up with a good book and your favorite beverage for quiet relaxation. When sunny days beckon, the back patio is just steps from the kitchen for great summertime grilling.

As your day winds down, take your pick of 3 bright, roomy bedrooms, two of them separated by a full designer bathroom for added privacy. A brand new 2nd full bath and laundry on the other side of the living space ensures easy access for your morning rush!

Freshly landscaped back and front yards create serene outdoor areas, complete with a separate backyard cabana, perfect for an office, yoga studio, pool room your choice!

Located in the Pinehurst neighborhood, close to parks and Haller Lake for great outdoor adventures. Minutes from shopping, dining, and entertainment amenities. Easy access to I-5 for worry-free commutes north or south.

FEATURES:

- 3 bedrooms and 2 full baths in 1,310 sq ft of cozy living
- Wide open floor plan great for entertaining
- Large windows, glass panel front door, and backyard sliders for tons of natural light
- Plenty of recessed lighting for year-round brightness
- Gleaming Hardwoods and custom tile floors throughout
- Spacious well-appointed kitchen w/ shaker-style cherry cabinets
- Expansive Granite slab counters w/ convenient breakfast bar
- Stainless-steel appliances
- Large living/ dining area w/sliders to patio, back yard and cabana
- Cozy wood fireplace
- 3 bright, roomy bedrooms
- Designer full bath between bedrooms for additional privacy
- Brand new full bath w/ custom tiled bath/rain shower combo and laundry space
- Brand new full-size stacking washer/dryer combo

7c-102

Walk Score: 78 Very Walkable; most errands accomplished on foot
Bike Score: 72 Very Bikeable; biking convenient for most trips

First month and security deposit. Pets okay on a case-by-case basis, and are subject to interview and owner approval.

Please contact Chandler at 206.931.

Dwellings doesn't advertise on Craigslist. If your contact is NOT a Dwellings team member, it is a scam. Dwellings works for the owner exclusively. Under NO circumstances will the owner be communicating with interested parties directly, nor working with another independent contractor. If in doubt, ask to see a business card. NEVER hand the key to another person. Put the key back in the box after your visit and ensure it is securely locked. SHOULD YOU ENCOUNTER ANYONE OTHER THAN A DWELLINGS TEAM MEMBER CLAIMING TO REPRESENT THE PROPERTY, PLEASE CALL 911 IMMEDIATELY.

Rental Terms: Rent: \$3,450, Application Fee: \$65, Security Deposit: \$3,450, Available Now

Pet Policy: Cats allowed, Dogs allowed This property allows self guided viewing without an appointment. Contact for details.

Home Highlights

- | | |
|--------------------|------------------------|
| Pets | Dogs & Cats |
| Parking | Garage |
| Outdoor | Contact Manager |
| A/C | Heating only |
| Utilities Included | Contact Manager |

Details for 12049 Roosevelt Way NE

Interior Features

Heating & Cooling

- Heating: Forced Air

7c-103

FOR RENT

34

14004 17th Ave NE

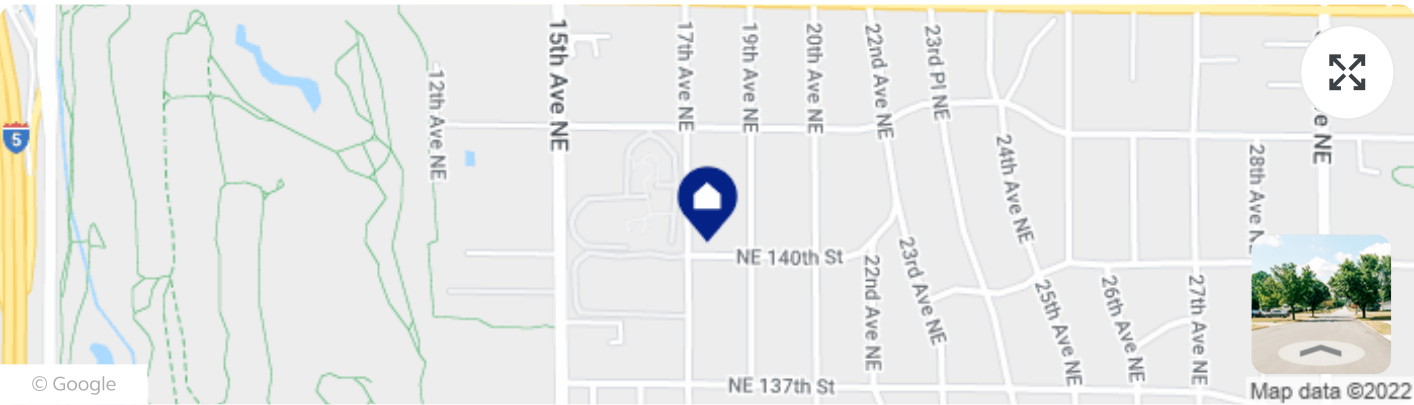
Seattle, WA 98125 [Olympic Hills](#)

\$3,300/mo

- 3 Beds
- 3 Baths
- 2,600 sqft

Local Information

- Map
- Schools
- Shop & Eat



-- mins to [Commute Destination](#)




New Local Information



Get faster access to local insights and see your commute to anywhere on every listing.

7c-104



 [\(206\) 594-3994](tel:(206)594-3994)

Modern North Seattle Farmhouse 15-25min to Downtown!

Big & beautiful stud out remodeled farmhouse on huge lot feels scenically country, but is walking distance to a dozen shops, restaurants, amenities, and parks, with quick freeway access for easy 15-25min to downtown Seattle and beyond. Rent ready for immediate move in. Don't miss out!

So much to love in this stud out 3br/3ba 2600sf remodeled home, featuring refinished hardwoods, freshly painted with brand new carpet, tons of natural and recessed ceiling light, large living room, gorgeous gourmet kitchen with all the upgrades, spacious family room with French doors out to the expansive backyard offering garden and walk in shed (Lots of room to play), a convenient laundry room off the kitchen, main floor master suite with spa like tiled bath, 2nd generous sized bedroom and another nicely updated full bath. Upstairs you'll find a HUGE 2nd master suite with sky high vaulted ceilings & stylish ceiling fan, French doors, luxurious bath & walk-in closet leading out to a private balcony overlooking the back yard.

LET'S TOUR! Contact The Paris Group leasing department at TheParisGroupNW dot com. MUST TOUR IN PERSON OR VIRTUALLY WITH AGENT TO APPLY - NO EXCEPTIONS !!

AMENITIES:

- * Stud Out Remodel
- * Modern Fixtures
- * Freshly Painted
- * Brand New Carpet
- * Refinished Hardwoods
- * 2 Master Suites
- * 3 Beautiful Baths
- * Gorgeous Gourmet Kitchen
- * Stainless Appliances
- * Granite Counters
- * Breakfast Bar
- * Living Room
- * Family Room
- * Big Bedrooms
- * French Doors
- * Laundry Room Off Kitchen

7c-105

- * 3yr Old Everything! New Water Heater
- * New Elect & Plumbing
- * New Dbl Pane Windows
- * New Energy Efficient Furnace
- * Heavily Insulated
- * Lg Driveway Parking Pad
- * QFC Shop Center 6min Walk
- * Jackson Park Golf Trails 15min Walk
- * Bust Stop 2 Blocks
- * Freeway 3min Drive
- * Downtown Seattle 15-25min
- * Bellevue 30min
- * Surrounded by Parks & Amenities
- * Expansive Backyard
- * Walk-in Shed
- * Garden

TERMS: First month's rent and security deposit of \$3,300 each due at signing. No smoking and owner is adamant about no pets after bad experience. Application with qualification details available online at TheParisGroupNW dot com with \$45 per adult screening fee. The Paris Group NW is an Equal Housing Opportunity provider. We do not accept reusable tenant screening reports.

Home Highlights

Pets	No
Parking	Contact Manager
Outdoor	Contact Manager
A/C	Heating only
Utilities Included	Contact Manager

Details for 14004 17th Ave NE

Interior Features

7c-106

Single Family Client Full Attachment A Exhibit A

15338 Interlake Ave N, Shoreline, WA 98133

MLS#: **1902993** Status: **Active**

Area: **715 - Richmond Beach/S**

Commy: **Parkwood**

LP: **\$790,000**

County: **King**



Marketing Remarks

Transformed 4-bedroom 2-bath Parkwood home with raised veggie and herb gardens. A level entrance front porch opens to a living room with fireplace, refinished floors & fresh paint. Two original bedrooms (offices in today's world) and full bath are to the left. To the right find an expansive addition with a handsome centerpiece kitchen, quartz counters, and island. The open concept unfolds into a dining room and family room on the main floor. Sliding glass doors lead to a sweeping south facing deck and large back yard. Up the stairway filled with natural light find two roomy bedrooms and another full bath. Attached garage. Just blocks away from Central Market, Parkwood Elementary and Twin Ponds Park. An easy "E-Line" commute. Welcome home! Offers: Seller will review offers on Offer Review Date (may review/accept sooner) - 03/23/2022

General Information

Prop Type:	Single Family	Sub Prop:	Residential
Beds:	4	SF:	1,800
Yr Built:	1951	Price/SF:	\$438.89
Elementary:	Parkwood Elem	Lot Size:	.168 ac/7,331 sf
Snr High:	Shorewood High	Jr High:	Albert Einstein Mid
Map Book:		School Dist:	Shoreline
Mnth Dues:		Gd/Map:	,
SOC:	3%	H/O Incl:	
Directions:	GPS works well.	SOC Comments:	Thank you!

Listing Information

Ann Taxes:	\$7,759.11	Tax Year:	2022	Snr Expt:	No	Form 17:	Provided
Ttl Cvr Prk:	1	Prk Spc:		Prk Typ:	Garage-Attached, Off Street		
Style Code:	12 - 2 Story			Bld Nm:			
Bld Cond:				Bld Info:	Built On Lot		
Bsmnt:	None			Roof:	Composition		
Foundation:	Poured Concrete			Exterior:	Cement Planked, Cement/Concrete, Wood		
Sewer:	Sewer Connected			First Refusal:		Seller's	
						Concess:	
Lot Top/Veg:	Garden Space, Level, Partial Slope						
Lot Dtls:	Paved Street						
Site Feat:	Deck, Fenced-Fully, Patio, Sprinkler System						

Interior Features

Main Beds:	2	M 1/2 Baths:	0	M 3/4 Baths:	0	M F Baths:	1
Upper Beds:	2	U 1/2 Baths:	0	U 3/4 Baths:	0	U F Baths:	1
Lw Beds:		L 1/2 Baths:	0	L 3/4 Baths:	0	L F Baths:	0
Ttl Beds:	4	Ttl 1/2 Baths:	0	Ttl 3/4 Baths:	0	Ttl F Baths:	2
Ttl Baths:	2	Main Fplc:	1	Upper Fplc:		Lw Fplc:	
Ttl Fplc:	1						
Heat/Cool:	Forced Air			Energy:	Oil		
Wtr Heat:	Electric / Garage						
Ty/Loc:							
Floor Cvr:	Hardwood, Vinyl, Wall to Wall Carpet						
Appliances:	Dishwasher, Dryer, Microwave, Refrigerator, Washer, Stove/Range						
Interior Ft:	Dbt Pane/Storm Windw, Dining Room, High Tech Cabling, Sprinkler System						

Room Information

<u>Room</u>	<u>Level</u>	<u>Dimensions</u>	<u>Description</u>
LivingRoom	Main		
Kit w ES	Main		
FamilyRoom	Main		
Entry	Main		
DiningRoom	Main		
Bedroom	Upper		
Bedroom	Upper		
Bedroom	Main		
Bedroom	Main		
Bathroom - Full	Upper		
Bathroom - Full	Main		

Single Family Client Full Attachment A Exhibit A

17728 11th Avenue NE, Shoreline, WA 98155-3713

MLS#: **1784164** Status: **Active**

LP: **\$749,000**

Area: **720 - Lake Forest Park**

County: **King**

Commty: **North City**



Marketing Remarks

Conveniently located, partially fenced 1,680 sf rambler with spacious front yard surrounded by mature vegetation. Updated bathrooms and appliances. The back and side yards are perfect for barbeques and entertainment. Covered deck/utility room with additional 750 sf of recreational/storage space.

Offers: **Seller intends to review offers upon receipt**

General Information

Prop Type:	Single Family	Sub Prop:	Residential	SF Source:	Realist
Beds:	3	Baths:	2	SF:	1,680
Yr Built:	1951	Price/SF:	\$445.83	Lot Size:	.193 ac/8,394 sf
Elementary:	Buyer To Verify	Jr High:	Buyer To Verify	School Dist:	Shoreline
Snr High:	Buyer To Verify	Gd/Map:	,		
Map Book:		H/O Incl:			
Mnth Dues:		Cat/Dog:			
Mntly Rent:	\$2,000				
SOC:	3%				
Directions:	From the I-5, take NE 175 Street Exit, turn N on 10th Ave NE, turn E on NE 180 Street, turn S on 11th Ave NE. The house is on the eastern side of the street, facing West.				

Built Green Information

Cnstrct Mthds: **Standard Frame**

Listing Information

Ann Taxes:	\$6,212.00	Tax Year:	2020	Snr Expt:	No	Form 17:	Provided
Ttl Cvr Prk:	0	Prk Spc:		Prk Typ:	Driveway Parking		
Style Code:	10 - 1 Story			Bld Nm:	Northend Country Estates		
Bld Cond:	Good			Bld Info:	Built On Lot		
Bsmnt:	None			Roof:	Composition		
Foundation:	Poured Concrete			Exterior:	Wood Products		
Sewer:	Sewer Connected			First Refusal:	No	Seller's	
View:	Territorial					Concess:	
Lot Top/Veg:	Brush, Garden Space						
Lot Dtls:	Paved Street						
Site Feat:	Cable TV, Deck, Fenced-Partially, High Speed Internet, Patio						

Interior Features

Main Beds:	3	M 1/2 Baths:	0	M 3/4 Baths:	0	M F Baths:	2
Upper Beds:		U 1/2 Baths:	0	U 3/4 Baths:	0	U F Baths:	0
Lw Beds:		L 1/2 Baths:	0	L 3/4 Baths:	0	L F Baths:	0
Ttl Beds:	3	Ttl 1/2 Baths:	0	Ttl 3/4 Baths:	0	Ttl F Baths:	2
Ttl Baths:	2	Main Fplc:		Upper Fplc:		Lw Fplc:	
Ttl Fplc:	0						
Heat/Cool:	Forced Air			Energy:	Electric, Natural Gas		
Wtr Heatr	Tank Conventional / Utility Room						
Ty/Loc:							
Floor Cvr:	Ceramic Tile, Laminate, Vinyl						
Appliances:	Dishwasher, Dryer, Garbage Disposal, Microwave, Refrigerator, Stove/Range, Washer						

Room Information

<u>Room</u>	<u>Level</u>	<u>Dimensions</u>	<u>Description</u>
UtilityRoom	Main		
FamilyRoom	Main		
DiningRoom	Main		
Entry	Main		
Kit w/o ES	Main		
LivingRoom	Main		
Bathroom - Full	Main		
Bathroom - Full	Main		
Bedroom	Main		
Bedroom	Main		
Bedroom	Main		

Single Family Client Full Attachment A Exhibit A

18037 9th Ave NE, Shoreline, WA 98155

MLS#: **1904008** Status: **Active**

Area: **720 - Lake Forest Park**

Commy: **Shoreline**

LP: **\$1,050,000**

County: **King**



Marketing Remarks

Beautifully updated WWII era mid century rambler on 7400+sqft lot, zoned MUR70 blocks to future 185th ST light rail station! A rare opportunity for a coveted North City location & bubble-proof due to zoning. 3 beds 1.75 bath w/modern, tasteful updates, while keeping the mid century charm. Updated flooring, gourmet kitchen, chic Primary w/en-suite bathroom w/large shower, heated floors & special order in-wall bidet. Central AC/furnace, stylish stack rock wall w/fireplace = comfort year round. Wired for generator. Level lot is fully fenced creating a park-like feeling + large shed for storage. Quiet location w/quick access to I-5, walk-able to future light rail station & short trip back into Seattle = easy commuting or an evening in the city! Offers: Seller will review offers on Offer Review Date (may review/accept sooner) - 03/28/2022

General Information

Prop Type:	Single Family	Sub Prop:	Residential	SF Source:	Realist
Beds:	3	Baths:	1.75	SF:	1,060
Yr Built:	1947	Price/SF:	\$990.57	Lot Size:	.171 ac/7,434 sf
Snr High:				School Dist:	Shoreline
Map Book:	Thomas Brothers	Gd/Map:	B6, 475		
Mnth Dues:		H/O Incl:			
Mntly Rent:	\$	Cat/Dog:			
SOC:	2.5%				
Directions:	From I-5 east on 175th, Left on 10th Ave NE, Left on 180th, Right on 9th, House on Left				

Listing Information

Ann Taxes:	\$4,754.00	Tax Year:	2021	Snr Expt:	No	Form 17:	Provided
Ttl Cvr Prk:	0	Prk Spc:		Prk Typ:	Off Street		
Style Code:	10 - 1 Story			Bld Nm:			
Bld Cond:	Very Good			Bld Info:	Built On Lot		
Bsmnt:	None			Roof:	Composition		
Foundation:	Poured Concrete			Exterior:	Cement/Concrete, Wood Products		
Sewer:	Sewer Connected			First Refusal:	No	Seller's	
						Concess:	
Lot Top/Veg:	Level						
Lot Dtls:	Curbs, Paved Street, Sidewalk						
Site Feat:	Cabana/Gazebo, Cable TV, Fenced-Fully, High Speed Internet, Outbuildings, Patio						

Interior Features

Main Beds:	3	M 1/2 Baths:	0	M 3/4 Baths:	1	M F Baths:	1
Upper Beds:		U 1/2 Baths:	0	U 3/4 Baths:	0	U F Baths:	0
Lw Beds:		L 1/2 Baths:	0	L 3/4 Baths:	0	L F Baths:	0
Ttl Beds:	3	Ttl 1/2 Baths:	0	Ttl 3/4 Baths:	1	Ttl F Baths:	1
Ttl Baths:	1.75	Main Fplc:	1	Upper Fplc:		Lw Fplc:	
Ttl Fplc:	1						
Heat/Cool:	Central A/C, Forced Air			Energy:	Electric		
Wtr Heat:	Elec / Kitchen						
Ty/Loc:							
Floor Cvr:	Laminate, Stone, Wall to Wall Carpet						
Appliances:	Dishwasher, See Remarks, Stove/Range						
Interior Ft:	Bath Off Primary, French Doors						

Room Information

<u>Room</u>	<u>Level</u>	<u>Dimensions</u>	<u>Description</u>
UtilityRoom	Main		
Bathroom - Full	Main		
Bedroom	Main		
Bedroom	Main		
Bathroom - 3/4	Main		
Primary Bedroom	Main		
LivingRoom	Main		
Kit w ES	Main		
Entry	Main		

Information Deemed Reliable But Cannot Be Guaranteed. Lot Size and Square Footage Are Estimates. 3/22/2022 10:09:19 PM.