

FORMS REVISED FOR 24 VAC 30-41 REGULATORY ACTION, 2/05

- FORM RW-59(3) (Form letter for moving businesses, farms, and nonprofit organizations w/certification of citizenship/legal residence) (rev. 2/05).
- FORM RW-67B, Moving Cost Payment Claim (Businesses, Farms, and Nonprofit Organizations) (rev. 2/05).

Route: <<(Route_Text)>>
State Project: <<(Project_Number_Text)>>
Federal Project No.: N/A
County: <<(Project_City_County_Name)>>
PPMS I.D.: <<(Upc_Id)>>

RIGHT OF WAY - Property of <<(List_Of_Owners)>>
Parcel <<(Parcel_Id)>>
Displacee: <<(Party_Name)>>

<<(Party_Name)>>
<<(Party_Address_1)>>
<<(Party_City)>>, <<(Party_State_Name)>> <<(Party_Zip)>>

Dear :

The Virginia Department of Transportation (VDOT) is planning the construction and improvement of the captioned project. It is our intention to assist those businesses, farms, and non-profit organizations who may have to move because of this construction.

We have briefly discussed the services and payments you may qualify for if you are required to move. For a more detailed description, please refer to the brochure given to you.

- A. **RELOCATION ASSISTANCE** – In an effort to provide assistance and minimize any inconvenience if you have to move, we will make available the following:
1. Information regarding the availability, sale and rental of commercial properties and locations for displaced businesses, farms and non-profit organizations.
 2. Information and programs offering assistance to businesses, farms and non-profit organizations.
 3. List of commercial movers.
- B. **RELOCATION PAYMENTS** – A displaced business, farm or non-profit organization may be eligible to receive relocation payments if you occupy the property to be acquired at the time VDOT makes the initial offer to purchase. You may be eligible to receive one or more of the following payments:

1. **ACTUAL MOVING EXPENSES** – Reimbursement for actual, reasonable expenses incurred in moving personal property and expenses incurred (not to exceed ~~\$1,000~~ 2,500) in searching for a replacement site.
2. **RE-ESTABLISHMENT EXPENSES** – A small business, farm or non-profit organization may be entitled to re-establishment expenses up to \$25,000 in addition to the actual moving expenses. You are not eligible for these expenses if a fixed moving cost payment is made.
3. **FIXED MOVING COST PAYMENT** – In some instances, a business, farm or non-profit organization may be entitled to a minimum of \$1,000 and a maximum of \$50,000 in lieu of actual moving costs payment.

If you do not agree with the relocation services you receive, you may appeal in writing to the District Right of Way and Utilities Manager within 90 days of the date VDOT makes its relocation offer or notifies you of your eligibility to receive a payment.

Thank you for your cooperation and the information you provided that will assist VDOT in determining your needs in relocating. If you have any questions concerning this project or your relocation entitlements, please feel free to contact me.

Sincerely,

cc: Mr. <<(System_Rw_Util_Mgr_Name)>> (BDF)

Under penalties of perjury, I certify that I am:

- A United States Citizen
- An Alien in Legal Residence (Visa, Work Permit)

Signature: _____

Date: _____

**MOVING COST PAYMENT CLAIM
BUSINESSES, FARMS AND NON-PROFIT ORGANIZATIONS**

State Project: <<(Project_Number_Text)>>
Federal Project: <<(Federal_Rw_Number_Text)>>
County: <<(Project_City_County_Name)>>
PPMS I.D.: <<(Upc_Id)>>

Landowner: <<(List_Of_Owners)>> Parcel: <<(Parcel_Id)>>
Displacee (Owner/Tenant): _____ TIN #: _____
New Address: _____
Telephone No.: _____ Approximate Distance Moved: _____

COST OF MOVING PROPERTY

This is to advise that I completed the removal of my personal property on _____. In accordance with my application dated _____ and your approval dated <<(Approved Moving Date)>>, I hereby claim a moving expense payment of \$_____.

Application was submitted and approved in accordance with the following:

- ACTUAL MOVING EXPENSES**
 - Commercial Mover
 - Pay commercial mover directly – (Attach unpaid bill)
 - Reimburse displacee – (Attach receipt)
 - Self Move – (Attach receipts or other evidence of expenses)
 - Storage Cost \$_____ (Attach receipt – limited to 12 months)
 - Search Cost (Limited to \$1,000 2,500)
 - Transportation Expenses – (Attach receipts) \$_____
 - Meals – (Attach receipts) \$_____
 - Lodging Away from Home – (Attach receipts) \$_____
 - Searching Fees of Real Estate Agents or Brokers – (Attach receipt) \$_____
 - Time Spent in Searching for Replacement Business – (Attach explanation) \$_____
 - Total Expense incurred in Searching for Replacement Business \$_____
 - Reestablishment Expenses (Attach receipts or other evidence of expenses -- Small businesses, farms and non-profit organizations only.)
- FIXED PAYMENT IN LIEU OF ACTUAL MOVING EXPENSES**

You as a displacee must complete and submit this claim within 18 months after the later of the following dates:
(1) the date you complete your move, or (2) the date of acquisition by VDOT

Signature of Displacee(s) Date: _____

Return to:
VIRGINIA DEPARTMENT OF TRANSPORTATION

DISTRICT USE ONLY	
Property Inspected By:	_____
Name:	_____
Title:	_____
Date:	_____