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

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

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, the Department of Transportation initiated negotiations to purchase the property that you occupied on that date and you were given written notice of your potential relocation benefits. In addition to the 90‑day notice and advisory assistance, you may be entitled to the following monetary benefits:

1. **MOVING EXPENSES:**Depending on your situation, you may select one of the following options. In rare circumstances, you may be eligible for a combination of the following. You must discuss this fully with your relocation agent.
2. Moving Expense Schedule based on number of rooms. Your entitlement under this option is $\_\_\_\_\_\_\_\_\_\_ based on \_\_\_\_\_ rooms of personal property. This entitlement includes a dislocation allowance to connect utilities and/or appliances at the replacement site. OR
3. Moving Service Authorization where the Department makes direct payment to an approved commercial mover (see attached list of eligible movers for your area). OR
4. Actual Cost Move by for‑hire carrier based on the lowest of two written estimates you obtain and submit to the Department. Payment will only be made after you submit paid invoices and proof of payment to the Department.
5. **REPLACEMENT HOUSING PAYMENT:**
6. Should you choose to purchase a replacement property, you may be eligible to receive a PRICE DIFFERENTIAL based on the cost of a comparable dwelling such as the one located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The maximum price differential you may receive is $\_\_\_\_\_\_\_\_\_\_ if you purchase a decent, safe, and sanitary dwelling (as determined by an inspection performed by the Department) with a total cost of $\_\_\_\_\_\_\_\_\_\_ or more. In order to qualify to be reimbursed for the maximum price differential amount, you must purchase and occupy a decent, safe, and sanitary replacement dwelling for at least the amount indicated for this comparable dwelling.
7. You may also be eligible for a MORTGAGE DIFFERENTIAL based on the term, loan balance and interest rate of your new mortgage at the replacement site. This payment has limits as established by the prevailing market rate as well as the term, loan balance, and interest rate at the property you now occupy. You must work closely with your relocation agent to fully understand this complex payment.
8. And last, you may be eligible for INCIDENTAL EXPENSES that you incur when purchasing your replacement property. This payment is based on your nonrecurring, or one‑time costs related to closing the escrow. It does not assist with your recurring (periodic) costs such as annual taxes, insurance, or warranties. Again, please work closely with your relocation agent as some of the expenses can be deposited directly into the escrow account for your new home.

If you choose to rent replacement property, you may be eligible to receive a RENT DIFFERENTIAL payment based on the “economic rent” of the property you now occupy, and the rental rate of a comparable replacement property, computed over a 42‑month period. The RENT DIFFERENTIAL payment may be zero, but it cannot exceed the amount of the Price Differential. If you think you may wish to rent a replacement property, contact your relocation agent for a calculation of this alternate payment. If you choose to rent your home back from the Department after sale to the Department has been finalized, failure to pay necessary rental payments may reduce the replacement housing payment which you will receive.

The Relocation Assistance Program is very complex. It is important that you read and understand the matters explained in the “Your Rights and Benfits as a Displacee Under the Uniform Relocation Assistance Program (Residential)” brochure which relate to your eligibility. If at any time in the future you want assistance, please contact your relocation agent by writing, telephoning, or visiting him/her at the address listed on the back of the brochure. To avoid loss of possible benefits, DO NOT commit yourself to purchase or rent a replacement property or move without first contacting your relocation agent.

**IMPORTANT:** To receive the replacement housing payments outlined under item 2 above, you must rent or purchase and occupy your replacement dwelling within one year from the later of the following two dates: 1) the date at least one comparable replacement dwelling has been made available to you, or 2) the date the Department has paid the acquisition cost of your current dwelling (usually the close of escrow on the State’s acquisition). Failure to act within the one‑year period could result in loss of all replacement housing benefits.

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

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

Sincerely,

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

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

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

Relocation Agent Address

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

Telephone

# ACKNOWLEDGEMENT

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

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