

▪ **Possession**

No person lawfully occupying real property shall be required to move from his home, farm, or business location without at least 90 days' written notice. A displaced residential occupant will not be required to move earlier than 90 days after the date comparable replacement housing is made available.

The displacee will again be notified 30 or more days prior to the date the property must be vacated. The 30-day notice will not be given until the property owner has been paid for his or her property. However, if a purchase does not require the person to move, the agreement to purchase the property may require the person to surrender possession of his or her property upon payment.

▪ **Appeals**

Any person who is dissatisfied with a determination of his or her eligibility or claim for any relocation benefit payment shall have the right of appeal. Any person making such an appeal will be given a choice of appealing for an optional reconsideration conference or for an administrative hearing. A reconsideration conference is an optional process to afford a displacee an opportunity to present additional relevant information that may not have been considered by the department or to correct factual errors and for the Department to reconsider the claim with the new or corrected information. An administrative hearing is a formal hearing process conducted by the Office of Administrative Hearings according to the Administrative Procedures Act, ORS 183.310 to 183.550. Either type of **appeal must be filed within 60 days of relocation benefit or claim determination**, and must be submitted on Form 734-3623 which is available from the Right of Way Agent assigned to the file.

▪ **Right of Way Agent**

Relocates will be given information regarding their eligibility and possible benefits by the Right of Way Agent assigned to acquire the property.

General Summary of Relocation Benefits		
Residential		Business, Farm, Non-Profits
Owner-occupant of 180 days or more prior to initiation of negotiations for the parcel	Owner-occupant of 90 days or more but less than 180 days and tenant-occupants of 90 days or more occupancy prior to initiation of negotiations for the parcel.	Owner-occupants and tenant-occupants entitled to same benefits.
<p><b>May be eligible for:</b></p> <p>Replacement Housing      \$22,500 Differential Payment</p> <p>Including: Costs incidental to purchase or replacement dwelling</p> <p>And including: Increased interest cost on replacement dwelling</p> <p>Or Rent Supplement      \$5,250</p> <p><b>All displacees may be eligible for:</b></p> <p>Actual reasonable moving costs      Actual</p> <p>And, Storage of personal property up to twelve months with prior approval      Actual</p> <p>Or, Moving costs based upon schedule</p>	<p><b>May be eligible:</b></p> <p>Rent Supplement      \$5,250 max.</p> <p>Or Down payment benefit and costs incidental to purchase of replacement dwelling      \$5,250 max.</p> <p>Plus Actual reasonable moving costs      Actual</p> <p>And Storage of personal property for up to twelve months with prior approval      Actual</p> <p>Or Moving costs based upon schedule</p>	<p><b>May be eligible for:</b></p> <p>Actual reasonable moving costs      Actual</p> <p>Or Negotiated moving costs payment not to exceed lower of two estimates secured by agency      No more than lowest estimate</p> <p>Plus Tangible personal property loss due to relocation      Actual value or estimated costs to move, whichever is lower</p> <p>Plus Reasonable cost of search for new site      \$2,500 max.</p> <p>Plus Storage of personal property for up to twelve months with prior approval      Actual</p> <p>Plus Reestablishment expenses at the replacement site      \$10,000 max.</p> <p>Or Fixed payment in lieu of all other benefits requires approval of agency      Average of annual net earnings for two years prior to year of relocation of \$1,000 min., \$20,000 max.</p>



## Moving Because of the Highway or Public Projects?

A description of the Oregon Department of Transportation Relocation Assistance Program

Department of Transportation policy requires that no family or individual will be required to vacate any dwelling until such displacee has found or has been offered comparable replacement housing.

All replacement housing offered will be fair housing open to all persons regardless of race, color, religion, sex, or national origin.

Relocation payments and relocation advisory services, pursuant to State and Federal law, may not be provided to an alien unless the alien is lawfully present in the United States, except in cases of exceptional or extreme hardship. Displacees will be asked to sign a "Certification of Legal Residency in the United States."

Relocation legislation, because of its wide scope, is somewhat complicated and difficult to read and interpret. For the benefit of those who are affected by the Department of Transportation property acquisitions, this brochure summarizes the principal provisions of relocation services and benefits. However, persons reading this brochure are urged not to form advance opinions as to the benefits and amounts to which they may be entitled. The Right of Way Agent assigned to purchase property will have detailed information for displaced persons.

No relocation payment received by a displaced person under this part shall be considered as income for the purpose of the Internal Revenue code of 1954, which has been redesignated as the Internal Revenue Code of 1986 or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act or any other Federal law, except for any Federal law providing low-income housing assistance.

#### ▪ Relocation Services

The Department of Transportation maintains Regional Right of Way offices in the following locations:

<b>Region 1</b> 123 NW Flanders Portland, OR 97209 503-731-8400 888-769-7341	<b>Region 4</b> 63085 N Hwy 97 #102 Bend, OR 97701 541-388-6196 888-769-7344
<b>Region 2</b> 455 Airport Rd SE Bldg A Salem, OR 97301 503-986-2601 888-769-7342	<b>Region 5</b> 3012 Island Avenue LaGrande, OR 97850 541-963-7552 877-851-9097

**Region 3**  
3500 Stewart Parkway #164  
Roseburg, OR 97470  
541-957-3559  
888-769-7343

These offices maintain current lists of replacement dwellings, businesses, and farms for displaced persons, as well as current data regarding required deposits for utilities, closing costs, typical down payments, interest rates, and FHWA and VA requirements and information. The offices also have maps showing the location of schools, parks, playgrounds, and shopping areas. Public transportation routes are shown, and schedules and fare information are available. Experienced Right of Way Agents are available to aid displaced persons to the fullest extent. Right of Way Agents do not expect and will not accept any fee for any service rendered.

#### ▪ Eligibility

It is important to note that eligibility for any of the following benefits is not established until you have received a written notice of eligibility from the State.

#### ▪ General Moving Expenses

Service charges for reconnecting utilities are reimbursable except under schedule move procedures.

#### ▪ Individual and Family Moving Expenses

Any individual or family displaced by a Department of Transportation project is entitled to receive a payment for actual and reasonable expenses for moving personal property a distance not to exceed a 50-mile radius or to the nearest available and adequate site.

In order to obtain a moving expense payment, a displaced person must file, within 18 months after displacement, a written claim with the Department of Transportation on a form provided for that purpose. In some cases, a written arrangement with the Department of Transportation will allow the displaced person to present an unpaid commercial moving bill, and the Department of Transportation will make payment directly to the mover. If the residential displacee chooses, costs may be reimbursed according to set schedule based upon the number of rooms of furniture to be moved.

#### ▪ Residential Moving Schedule

##### Unfurnished (Relocatee owns furniture)

\$ 400 (1 room)	\$ 750 (3 rooms)
\$ 550 (2 rooms)	\$ 950 (4 rooms)
\$1125 (5 rms)	\$1300 (6 rms)
\$1475 (7 rms)	\$1650 (8 rms)

Plus \$175 for each additional room

##### Furnished (Relocatee does not own furniture)

\$350 for first room plus \$100 for each added room

#### ▪ Re-establishment Payment (Businesses, farms, non-profit organizations only)

Displaced small businesses, farm operations and non-profit organizations may receive a payment not to exceed \$10,000 for expenses actually incurred to relocate and re-establish themselves at a replacement site. Eligible expenses can include repairs and improvements required by law, replacement of soiled and worn surfaces at the replacement site and other modifications, exterior signing, advertisement of the replacement location, and estimated increased cost of operation of the first two years.

#### ▪ Business, Farm and Non Profit Organization Moving Expenses

Displaced businesses, farm operations, and non profit organizations are entitled to receive actual reasonable moving expenses for moving personal property a distance not to exceed a 50-mile radius or to the nearest available and adequate site. The actual and reasonable cost of searching for a replacement location may be claimed in an amount up to \$2,500 for a farm, non profit organization or business. Such payments must be supported by receipted bills or other evidence of expenses incurred.

As an alternate moving expense procedure, in the case of a self-move, the business, farm operation, or non profit organization may be paid an amount not to exceed the lower of two estimates secured by the Department of Transportation from qualified moving companies.

Under certain conditions, businesses, farms, and non profit organizations may receive payments for direct loses of tangible personal property resulting from the necessity to relocate.

A displaced or discontinued business, non profit organization or farm operation, except advertising sign owners, may, under certain conditions, elect to receive a fixed payment in an amount equal to the average annual net earnings of the business or farm preceding the year in which such business or farm operation during the two tax years immediately preceding the year in which such business or farm operation is displaced. The payment cannot exceed \$20,000 and will not be less than \$1,000. Those who choose the fixed payment are not eligible for any other relocation benefit payment.

#### ▪ Storage of Personal Property

Storage of personal property requires the written approval of the Department of Transportation and may not exceed twelve (12) months except in unusual circumstances. It should be clearly understood that those dislocatees who accept the scheduled move or fixed payment are not eligible to receive the storage expense benefit.

#### ▪ Replacement Housing

A displaced owner-occupant of a dwelling owned and occupied for 180 days or more immediately prior to the initiation of negotiations for such property may be eligible for additional payments, the combined total of which may not exceed \$22,500. The replacement housing payment is the amount, if any, which when added to the amount for which

the State acquired his or her dwelling, equals the actual cost which the owner is required to pay for a decent, safe, and sanitary replacement dwelling or the amount determined by the State as necessary to purchase a comparable dwelling, whichever is less. This payment includes compensation for increased interest costs for financing the replacement dwelling and actual closing costs incidental to the purchase of replacement housing.

A displaced owner-occupant of a dwelling actually owned and occupied by the owner for 90 days or more, but less than 180 days or a tenant-occupant of 90 days or more, immediately prior to initiation of negotiations for such property may be eligible for additional payments, the combined total of which may not exceed \$5,250. This payment is the amount necessary to make a down payment on the purchase of a replacement dwelling and to reimburse the relocatee for the actual closing costs incidental to the purchase of the replacement dwelling. Necessary deposits for taxes and insurance are not considered as closing costs.

In those cases where an owner-occupant of 90 days or more but less than 180 days, or a tenant-occupant of 90 days or more chooses to rent instead of purchase a replacement dwelling, he or she may, under certain conditions, be eligible for payment to rent a decent, safe, and sanitary replacement dwelling.

The rent payment is the increase in rent necessary to rent a comparable dwelling for 42 months or the amount determined by the State as necessary to rent a comparable dwelling for 42 months, whichever is less. To be eligible for these benefits, the displaced occupant must purchase or rent and occupy a decent, safe, and sanitary replacement dwelling within one year after the required date of displacement or within one year after the actual date of displacement, whichever is later.

Claims for replacement housing differential payment and rent supplements must be made in writing on a Department of Transportation form supplied for this purpose and must be filed with the Department of Transportation no later than 18 months after the date of displacement.

Before payments for any replacement dwelling benefits can be made, the replacement dwelling must be checked by Department of Transportation personnel to ascertain that it meets the decent, safe, and sanitary standards established by the Federal Department of Transportation. It is recommended that this determination be made prior to a commitment to rent or buy. The decent, safe, and sanitary inspection of the replacement dwelling by agency personnel is for the sole purpose of determining a relocatee's eligibility for a relocation payment.