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

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

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

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

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

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

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, the Department of Transportation made an offer to purchase the property that you occupied on that date. As the eligible owner‑occupant of the property, you are entitled to certain benefits under the Department’s Relocation Assistance Program. These benefits are briefly outlined below and are discussed in further detail in the brochure that was given to you. As the owner‑occupant of the property on the date of the Department’s initiation of negotiations, your basic entitlements are:

1. **RELOCATION ADVISORY ASSISTANCE:**The Department will assist you in finding a replacement residence.
2. **MOVING EXPENSES:**You may select payment based on:
3. Moving Expense Schedule based on number of rooms, OR
4. Moving Service Authorization where the Department makes direct payment to an approved commercial mover, OR
5. Actual Cost Move by for‑hire carrier based on at least two written estimates and receipted bills.
6. **REPLACEMENT HOUSING PAYMENT:**Having owned and occupied the property for 90 or more consecutive days immediately preceding the Department’s first offer, you may be eligible for monetary assistance to purchase comparable replacement housing. The replacement housing payment includes a price differential, a mortgage differential, and an incidental expense.
7. PRICE DIFFERENTIAL. This is to cover the increased cost you may have to pay when you buy a new home. It is the difference between the cost of a comparable replacement dwelling as determined by the Department, or if less, the cost of the replacement dwelling you select, and the price paid by the Department for your home.
8. MORTGAGE DIFFERENTIAL. To help pay your increased interest cost, if any.
9. INCIDENTAL EXPENSE. A payment to cover some of the closing costs you may incur in purchasing a replacement dwelling.
10. SPACE RENT DIFFERENTIAL. You also may be eligible for monetary assistance for the increased cost you may have to pay for space rent at a comparable replacement site.

OR

1. If you choose not to purchase a replacement property, you may be eligible for RENTAL ASSISTANCE should you rent a comparable replacement property. This payment is in lieu of the Price Differential, Mortgage Differential, and Incidental Expense.

To avoid losing part or all of your relocation benefits, DO NOT MOVE from your home and DO NOT CONTRACT to rent or purchase a replacement dwelling without first contacting your relocation agent whose name is shown below. You will be given at least 90 days’ written notice, and the address of at least one comparable replacement property, before you are required to move.

**IMPORTANT:** To receive the replacement housing payments outlined under item 3 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_