

Seattle-Tacoma International Airport

**RELOCATION ASSISTANCE
PROGRAM**

**Single-Family
Residences**



RELOCATION ASSISTANCE PROGRAM

The Port of Seattle has a Relocation Assistance Program for residents of single-family homes who are displaced by federally funded property acquisitions around Seattle-Tacoma International Airport. The program is designed to minimize the impacts of Port acquisitions. It provides Relocation Advisory Services to all who qualify—both owners and tenants of single-family residences—and in many circumstances provides Relocation Assistance Payments.

This brochure outlines the relocation assistance benefits you may be eligible to receive under the program and what you must do to qualify, according to federal regulations. The Port will assign a relocation advisor to work directly with you to help explain your rights, benefits available, how to qualify, and how to submit a claim.

To be considered a “displaced person,” you must receive notification from the Port that you need to move from the property you own, rent and/or occupy as a result of a federally funded Port project. This notice is called a “notice of eligibility” and may be provided at or soon after the date the Port makes the original written offer to purchase the property where you are living.

To be eligible for benefits, you must be an occupant of your residence when the Port makes the original written offer to purchase your residence. Even if you receive a written notice of the Port’s intention to acquire the property you own or rent, to maintain your eligibility it is critical that you do not move before the Port actually buys the property and you receive a written vacate notice. To assure your full

understanding of benefit reimbursement, please check with your relocation advisor before committing to any replacement dwelling or moving services.

When you are displaced by a Port acquisition project and qualify for benefits, you will be offered Relocation Advisory Services and Relocation Assistance to help you find a suitable replacement property. Our goal in providing these services is to assist however we can in helping you successfully relocate.

Relocation Advisory Services

Under this program, you can expect your relocation advisor to work closely with you to:

- ❑ Determine any special needs and requirements you may have;
- ❑ Explain relocation benefits;
- ❑ Offer transportation if needed;
- ❑ Assure the availability of a comparable property;
- ❑ Provide frequent updates on the availability and prices of suitable comparable replacement homes;
- ❑ Make sure your replacement housing selection meets criteria requirements for you to receive benefits (see “decent, safe and sanitary” on page 5);
- ❑ Supply information about other agencies offering assistance to displaced persons;
- ❑ Provide information and act as liaison with other agencies that offer services for people with special needs; and
- ❑ Provide you with a written estimate of the maximum replacement housing benefit you qualify to receive.

During the first meeting with your relocation advisor, your current living situation and any special housing, financial and personal physical needs will be discussed. Soon thereafter, the Port will provide at least one available and equivalent “comparable replacement” dwelling for you to consider.

In addition, housing information resources are available at the Port’s Acquisition and Relocation Office. Information you will find there includes:

- ❑ Listings of available replacement properties;
- ❑ Contacts and assistance regarding zoning and building codes;
- ❑ Interest rates and terms;
- ❑ Various loan programs;
- ❑ Consumer education literature on housing.

You will not have to move until the Port completes the acquisition of your property, and you receive a written notice to vacate—typically 90 days from the date the acquisition closes.

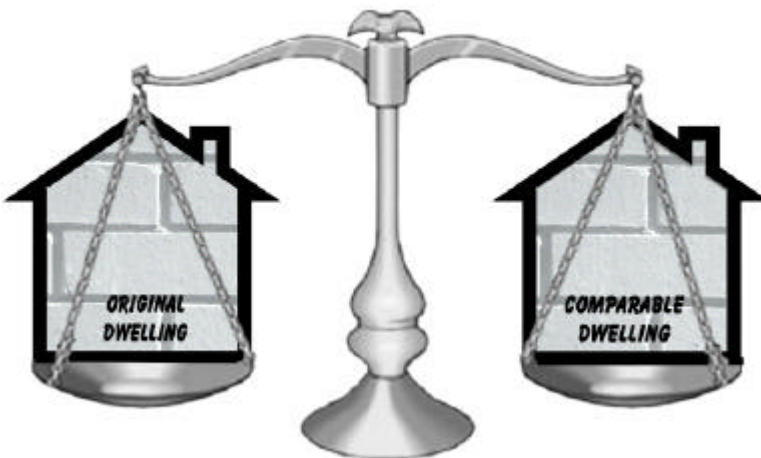
Relocation Assistance

One of the main objectives of the Residential Relocation Assistance Program is to prevent the Port’s acquisition project from placing an unfair burden on displaced persons. Such a burden could be created if you were expected to pay more money to rent a replacement apartment, pay a higher interest rate for a replacement home, or pay moving expenses. Relocation Assistance benefits, separate from the price paid for your home, are designed to assist you by providing additional compensation for the burden of relocating. To be eligible, you must be:

- ❑ An owner-occupant for 180 days or more prior to the date you receive a written offer from the Port, or
- ❑ A tenant for at least 90 days prior to the date a written offer is made on the property where you live.

Comparable Replacement Dwelling

The Port will select a comparable replacement dwelling as a guide to establish your Relocation Assistance benefit. The price of this selected comparable will determine the amount of your benefits. You cannot be required to move unless at least one comparable replacement dwelling is made available to you. You will not be required to purchase this home; you are free to purchase any dwelling you choose.



As depicted in the graphic above, a comparable benefit-determining dwelling should be functionally similar to the original dwelling being acquired by the Port. While not necessarily identical to the home being acquired, the selected comparable should have certain attributes:

- ❑ Similar number of rooms and living space;
- ❑ Located in an area that is less impacted by aircraft noise;
- ❑ Located in an area with public utilities and commercial public facilities similar to your present location;
- ❑ Located on a site properly sized for the dwelling unit and with typical improvements;
- ❑ Currently available to you; and
- ❑ Within your financial means.

Your Replacement Dwelling

Whatever replacement dwelling you choose to buy—whether it is the selected comparable or another home of your choice—it must meet some basic requirements for you to receive Relocation Assistance benefits from the Port. It must be within your financial means and it must meet “decent, safe and sanitary” criteria, as explained below:

Decent, Safe and Sanitary

Before you enter into any purchase or rental agreement for a comparable replacement dwelling, an inspection of the property is required to make sure it meets decent, safe and sanitary requirements.

Please be aware that saying a home is decent, safe and sanitary does not protect you against any future mechanical or structural defects in the replacement home. This determination is, however, part of the process establishing your eligibility for payments. It is not the same as a detailed structural inspection.

To be decent, safe and sanitary, according to state regulations and applicable housing and occupancy codes, the dwelling must:

- ❑ Be structurally sound, weather-tight, adequately maintained and in good repair;
- ❑ Provide a continuing and adequate supply of potable safe water;
- ❑ Contain a kitchen with stove and refrigerator space, utility connections and a sink connected to hot and cold water and a sewage drainage system;
- ❑ Have an adequate heating system;
- ❑ Contain a well lighted and ventilated bathroom with sink, bathtub or shower with hot and cold water and a flush toilet connected to a sewage drainage system;
- ❑ Have an adequate electrical wiring system for each room;
- ❑ Offer a safe unobstructed means of egress leading to safe open space at ground level; and
- ❑ Have habitable floor space that is subdivided into adequately ventilated rooms sufficient to accommodate the occupants.

Contact your relocation advisor to arrange for a decent, safe and sanitary inspection of any property you would like to purchase before you enter into a purchase and sale agreement.

Once it is established that you meet the occupancy requirements and your replacement dwelling is within your financial means and decent, safe and sanitary, you may be eligible to receive Relocation Assistance in the form of Replacement Housing Payments and Moving Payments, as follows:

Replacement Housing Payments

For owner-occupants of at least 180 days there are the following three types of Replacement Housing Payments:

- ❑ **Purchase Price Differential Payment (PPD)**—This payment will cover the difference when the replacement dwelling costs more than the dwelling purchased by the Port. Owners who have occupied their home continuously for 180 days or more prior to the Port’s offer to purchase may be eligible for this benefit. Your relocation advisor will compute the maximum payment.
- ❑ **Incidental Purchase Expenses**—This payment is a reimbursement for actual closing costs directly paid by you in the purchase of your replacement home. Included are title search fees, recording fees, flood certificate fees and other closing costs normally paid by a purchaser. Pre-paid expenses such as real estate taxes and property insurance are not reimbursable.
- ❑ **Increased Mortgage Interest Costs**—This is the amount you may be reimbursed for increased mortgage interest costs if the interest rate on your new mortgage exceeds the mortgage on the acquired home. To receive this payment, you must have had a mortgage on your home for at least 180 days prior to the start of negotiations with the Port.

To receive these benefits, you must purchase and occupy a decent, safe and sanitary replacement home within one year of the Port’s acquisition of your home and submit your claim within 18 months.

For tenants of at least 90 days there are the following two types of Replacement Housing Payments:

- **Rent Supplement Payment**—This payment is available to tenants who choose to rent a replacement dwelling. It enables you to rent a comparable decent, safe, and sanitary replacement dwelling for up to three and one-half years (42 months), for an amount similar to the rent you paid for the acquired home.

Your relocation advisor will determine the maximum payment you may be eligible to receive. The payment may be made in installments to help cover first and last payments and deposits, on an annual basis, or in a lump sum. The amount of your total gross monthly income may influence the amount of this payment.

To receive this benefit, you must rent and occupy a decent, safe and sanitary replacement dwelling within 12 months and claim your payment within 18 months.

- **Down Payment Assistance**—If you choose, you may apply your Rent Supplement Payment toward the purchase of a replacement dwelling. If the required down payment is greater than the Rent Supplement Payment determination, you can receive the larger amount, up to \$5,250.

Under this option, you can claim the combined amount of the required down payment and incidental purchase expenses, excluding pre-paid taxes and insurance up to \$5,250.

To receive this benefit, you must purchase and occupy a decent, safe and sanitary replacement dwelling within one year and claim your payment within 18 months.

Moving Payments

As a displaced person—either an owner-occupant or tenant—you may be eligible for a Moving Payment to cover your moving costs and certain related moving expenses. For a commercial move, your relocation advisor will obtain the necessary moving estimates. With this benefit you would be paid on the basis of actual reasonable moving costs and related expenses. For a self-move, your benefit would be based on a fixed moving cost schedule set by the state.

Commercial Move

Benefits under this option cover actual reasonable moving costs and related expenses when you choose to be moved by a commercial mover, approved by the Port, within a 50-mile radius. This includes packing and unpacking, transportation and moving insurance, plus actual costs for reconnecting utilities, telephone, television cable, and other such fees.

Self-Move Scheduled Payment

This benefit is based on the number of rooms in the house being purchased, as determined by your appraisal and relocation advisor, and whether the rooms are furnished or not. The amount of your payment is determined by the schedule on the following page:

Number of eligible rooms	Payment to occupants who own furnishings (includes a \$200 dislocation allowance for utility hookups and miscellaneous moving expenses)
1	\$450
2	\$600
3	\$750
4	\$900
5	\$1,050
Plus \$150 for each additional room	

- ❖ Payment to an occupant of a *furnished* dwelling who does not own furnishings is \$300 plus \$50 for each additional room.
- ❖ There is an expense and dislocation allowance of \$50 for a person with minimal personal possessions occupying a dormitory-style room shared by two or more unrelated persons.

Last Resort Housing

If comparable housing is not available, or the Replacement Housing Payment exceeds certain limits, housing assistance will be provided under an administrative process called Last Resort Housing. Ask your relocation advisor for details.

Your Right to Appeal

If you disagree with the Port's determination of your relocation eligibility or benefits, you may appeal. Your request to appeal must be submitted in writing within 60 days after the date you receive written notification of the Port's determination. You will receive a copy of the Relocation Appeal Procedures during your first meeting with your relocation advisor, who also can answer questions and explain details.

**Port of Seattle Relocation Office
Neighborhood Field Office
19639 28th Avenue South - Building E
SeaTac, Washington 98188
(206) 444-6767**

**More information on our Acquisition & Relocation Program
is available on our web site:
www.portseattle.org**

**Click on Sea-Tac Airport on the top navigation bar,
and then click on Airport Business on the left hand side of the page.
You'll find the link for Acquisition and Relocation listed there.**

