|  |  |
| --- | --- |
| Project Title:       | Parcel No.:       |
| Displaced Business:       | Displacee No.:       |
| Personal Property Item:       | Contact Person:       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Move Estimate: |  |  | $      |
|  |  |  |  |
| 2. | Cost of Substitute Item, Including installation: | $      |  |  |
|  |  | **-** $      |  |  |
| 3. | Subtract Sale Proceeds or Trade in from Number 2: |  |  |
|  |  | = $      |  |  |
| 4. | Equals Net Cost of Substitute Item: |  |  |
|  |  |  |  |  |
| 5. | **Total SPP Eligible Amount** Choose Payment (Lesser of 1 or 4): |  |  | $      |

BUSINESS NAME has decided to replace INSERT SPP ITEM and purchase a new INSERT SPP ITEM for their replacement location. ADD DESCRIPTION/DETAILS HERE.

I recommend reimbursing BUSINESS NAME $INSERT FIGURES ABOVE (#5)toward the purchase of the new INSERT SPP ITEM. This expense is eligible for reimbursement under WAC 468-100-301(7)(p).

Photo(s) of the personal property is attached.

Relocation Specialist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** In addition, the reasonable cost incurred in attempting to sell an item(s) that is not to be relocated is eligible for reimbursement under WAC 468-100-301(7)(o). The cost will be addressed once the displaced person attempts to sell the item(s).

Transfer of Ownership – In accordance with WAC 468-100-301(10), the displacee shall transfer to the Agency ownership of any personal property that has not been moved. The Relocation Specialist must follow guidelines for transfer of ownership located in the WSDOT R/W Manual 12-8.2.1.2.