

Date: DATE

To: Occupant Name
Street Address
City, State, Zip

Subject: Item No. 00-0000.00; County Name
Project Number; Federal Project Number
Project Name
Parcel No. 000
90 Day Notice

Dear Occupant Name,

As a landlord of this property who is being displaced by the acquisition of right of way for the subject project by the Kentucky Transportation Cabinet, you may be eligible for certain payments and services provided for in the Relocation Assistance Program. The payments available and the requirements to receive them are briefly outlined in the relocation booklet given to you.

You may receive payment for the reasonable and necessary expenses of moving the personal property of your business from its present location to a new location (payment limited to 50 miles). To ensure eligibility, please do not move any of your personal property until you have received a move authorization letter/notice. Failure to comply with this requirement may result in loss of payment for moving expenses.

Before the amount for moving your personal property can be determined, a certified inventory of the personal property to be moved must be completed and the location of the replacement site must be known. A Certified Inventory will consist of pictures of the items to be moved, examined by you for verification that no personal property to be moved has been left out, that the items included belong to you, and agreed to by your signature.

There are two ways of moving your personal property:

1. By use of a commercial mover, or:
2. You may move the personal property yourself.

You have eighteen (18) months from the later of the date you move or the date of final payment for the acquisition to file a relocation claim for payment.

If you choose to move by use of a commercial mover, the Cabinet will obtain bids (from qualified bidders) based on the certified inventory of the personal property to be moved. The amount of the lowest bid will establish the amount the Cabinet will pay for the move. You may elect to have the low bidder move your personal property to the new location and the Cabinet may pay the mover directly. You may elect to hire a different commercial mover of your choice; however, the Cabinet will only pay up to the amount of the low bid. You may also choose to move your personal property yourself in which case the Cabinet will

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reimburse you either the amount of the low bid or the amount as determined by a staff move estimate (prepared by one of our Relocation Agents).

Regardless of which way you elect to have your personal property moved, it is required that you give the Cabinet advance notice of the date you plan to commence the move. KYTC will monitor the move while in progress. The inventory will be checked at the replacement site to determine if all the items are moved to the new location. KYTC will not pay moving expenses for items not moved to the new location or sold rather than moved. If any items are not moved, the amount of the proposed payment will be reduced accordingly.

There are other eligible expenses for which you may be reimbursed, such as storage, (if the Cabinet determines it to be necessary) and re-lettering of signs and replacing stationary. These items will be discussed with you at the time you plan your move.

There may be tenant owned property on the site of your business; such property will constitute a separate move in which the owner of that property will be responsible.

If you meet the requirements of a small business, you may be eligible to receive reimbursement for certain expenses actually incurred in relocating and re-establishing your business at a replacement site. To qualify for reestablishment expenses, landlords shall allow the relocation agent the opportunity to review tax returns showing rental income and expenses for the property being acquired. Showing a profit is not required to qualify. These expenses must be actual, reasonable, and necessary as determined by the Transportation Cabinet. Re-establishment expenses are limited to a maximum reimbursement of \$25,000.00.

You will not be required to move from this property in less than ninety (90) days from the date of this letter. Before you are required to move, you will be given a thirty (30)-day written notice which will specify the date by which the property must be vacated.

Your relocation eligibility also includes non-financial benefits, such as advisory assistance, help locating and acquiring a replacement property, assistance with eligibility requirements, and filing claims for payment and/or appeals.

These payments and the requirements to receive them are based on State and/or Federal law. If you are not in agreement with the determination of your eligibility or the amount of payment, you may file an appeal. Should you desire to appeal, you will be furnished the necessary forms and assistance. The appeal should be directed to the Right of Way Supervisor in this District.

Should you have any questions or need further assistance, please contact me at (000)000-0000 or First.last@ky.gov.

Sincerely,

Agent name
Relocation Agent
KYTC, District ##
Address
City, State, Zip