**RELOCATION PERSONAL PROPERTY MOVE ONLY**

As a property that has items to be relocated due to a highway construction project and where no displaced persons are included in the property acquired or to be acquired, the personal property may be eligible for relocation move only payment through the Wisconsin Department of Transportation (WisDOT). This informational brochure outlines personal property move only benefits.

**RELOCATION ADVISORY SERVICES**

A relocation specialist will be assigned to discuss your relocation eligibility for various benefits. Your relocation specialist will provide information about the move only relocation process during visits and review the timeframe you may remain at your current location. He or she will be available during the relocation process to answer your questions and assist you in your relocation efforts. At a minimum, you will be provided at least 90 days’ notice prior to the date you will be required to have all the personal property removed.

***Interview***

As a first step in the relocation process, your relocation specialist will interview you as part of a project-wide relocation plan about your personal property move needs. During the interview, your relocation specialist will take pictures, review project timelines and possible relocation move benefits and provide you with his/her contact information.

***Legal Citizen Certification***

Under federal law, to qualify for relocation services and payments, you must certify that you are a legal citizen or lawfully present in the United States. Your relocation specialist will review this policy with you and ask you to sign a WisDOT certification form. Any person who is not lawfully present in the U.S. is not eligible for relocation advisory services and payments. Please contact your relocation specialist for further information.

***Personal Property Relocation Types***

* Business strip of land. Personal property located on a portion of property being acquired, but the business located on the property can still operate after the acquisition.
* Mini warehouse/self-storage facility. Personal property being stored within a rented storage unit(s) or rented mailboxes in a storage facility that will be acquired.
* Residential strip of land. Personal property located on a portion of property being acquired, but the residence located on the project will not be affected.
* Vacant land. Personal property stored on property where there is no residence or business.

**PERSONAL PROPERTY MOVE ONLY RELOCATION BENEFITS**

An owner of personal property to be relocated has two options for the move expense, either a commercial move or a self-move. The owner of the personal property has the discretion to select one option listed below for moving the personal property to a replacement location, including:

* Commercial move. This option provides reimbursement for a licensed commercial mover to move your personal property within a 50-mile radius. Based on the moving estimates, WisDOT will reimburse you for a commercial mover for actual costs of the lowest estimate received. WisDOT will prepare an inventory, including photos, of the items inventoried to be moved.
* Self-move. This option allows you to move your personal property yourself instead of using a commercial mover. The personal property owner will be required to sign a Self-Move Agreement (RE2266) to take full responsibility of the move and will be reimbursed based on the schedules listed below. WisDOT will reimburse this self-move option after the relocation specialist has inspected the property to ensure its vacancy.

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| Schedule of Unit Size and Rates for Self-Moves | |
| Unit Size | Self-Move Reimbursable Rates |
| 50 sq. feet or under | $200 |
| 51 sq. feet – 100 sq. feet | $350 |
| 101 sq. feet – 200 sq. feet | $500 |
| 201 sq. feet – 300 sq. feet | $750 |
| Over 300 sq. feet | Add square footage from unit sizes above  [Example: 350 SF unit is $950] |

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| Schedule of Itemized Personal Property for Self-Move Reimbursement | |
| Operational vehicles | $25 per vehicle |
| Boats/trailers, utility trailers, and fifth wheel trailers | $150 each |
| Non-operating vehicles or any other item requiring towing | $150 per trailer |
| Appliances | $50 per appliance |
| Other fixtures/personal property | $25 per item |

WisDOT is available to assist you in your move. You are strongly encouraged to work closely with your assigned relocation specialist in planning your move. Prior to proceeding with a move, please notify your relocation specialist of the date and time.

***General Procedure***

* The relocation specialist will set up an interview where they will observe the items to be moved, take pictures and create an inventory list.
* The relocation specialist will be provided two available options for moving personal property and a date of required vacancy (at least 90 days’ notice to vacate).
* If the personal property has not been removed 30-days before vacancy, the owner will receive a 30-day notice to vacate.
* After items have been removed, the relocation specialist will set up a time with the owner of the personal property to verify everything has been removed and at that time ask you to sign a Vacancy Notice (RE1783).

***Relocation Claim***

The relocation program is a reimbursement program with many requirements and eligibility criteria. You are encouraged to work closely with your relocation specialist prior to incurring an expense. Documentation is very important – make sure you keep all documentation for moving expenses, such as paid invoices, receipts, and photos.

To receive reimbursement for the personal property move, your relocation specialist will assist you in preparing the appropriate documentation to make a claim. WisDOT will review your claim that needs to include a signed claim form, signed vacancy notice plus supporting documentation that all personal property has been removed. Once approved a check will be provided.

***Appeal Rights***

Under Wis. Stat. 32.20, you have the right to appeal a WisDOT decision that you disagree with, including a claim denial or a reduction from your claimed amount. There are three different ways to appeal a WisDOT decision.

1. You may appeal directly to WisDOT’s Statewide Relocation Program Coordinator, who will review the specific request and facts of the situation. The agency may be able to work with you directly to resolve issues.
2. You may appeal to the Wisconsin Department of Administration for an informal review outlined in Wisconsin Administrative Code Chapter Adm 92.18.
3. You may file an appeal to the Circuit Court of the county where the displacement took place.

Information on the appeals process will be provided by your relocation specialist with any claim denial or reduction.