

- 18 months after the actual date moved, OR,
- 18 months after the final acquisition payment, including condemnation or court awards.

In all residential cases, the eligible expenses must be incurred within 12 months. Business relocations are allowed 18 months to incur and claim.

NOT CONSIDERED AS INCOME

Relocation Assistance payments are not considered as income for tax purposes. However, the advisor should avoid giving the impression of providing tax advice.

NOTICES

GENERAL NOTICE - RELOCATION ASSISTANCE AND ADVISORY SERVICES BROCHURE

This brochure has been prepared for people who will be required to move or move their personal property. Everyone is entitled to receive a written description of the Iowa Department of Transportation's relocation assistance program. Copies of this brochure are available to attendees of public hearings and upon request.

This brochure is presented by the Relocation Advisor at the first contact with the owner or tenant of a parcel requiring relocation assistance. The Receipt for Brochure should be signed to demonstrate that the general information contained in the brochure was made available. Refusal to sign the receipt should be noted by the advisor and included in the parcel file.

The purpose of the brochure is to inform the relocatee that they may be required to move as a result of the project. In general, the brochure:

- Describes payments that may be available, how the person may become and/or remain eligible for benefits and the procedure to obtain payment; and,
- Informs the person that as much assistance as reasonably possible will be made available to them, including assistance in filing claims for reimbursement, locating potential replacement properties, obtaining assistance from other sources (housing authorities, social services, etc.) and other assistance that may be required to successfully relocate; and
- Informs the person that he or she will not be required to move without at least 90 days written notice, and if the person is the occupant of a home to be acquired, this notice will not be issued until the Iowa Department of Transportation has

informed them, in writing, of comparable replacement housing currently available to them; and,

- Describes the person's right to have their claim reviewed (the appeal process).

NINETY (90) DAY NOTICE

No person who lawfully occupies real property to be acquired by the Iowa Department of Transportation will be required to move without at least 90 days written notice. This notice is usually delivered by the negotiator at the first face-to-face contact to present the "Offer to Purchase". This is also known as the "Initiation of Negotiations" which serves to establish eligibility for relocation assistance benefits.

This notice provides written information regarding specific eligibilities. It cannot be delivered to residential relocatees unless the "Offer of Relocation Assistance" accompanies the "Offer to Purchase". The comparable is considered not to be available if there is a sale pending, sold or inactive. The advisor who delivers the offer must confirm the availability of comparable replacement housing. This is accomplished by contacting the listing agent set out in the Comparable Inspection Sheet just prior to the appointment.

This notice also states that the relocatee will receive a written notice at least 30 days prior to the specific date when they must move.

THIRTY (30) DAY NOTICE

This notice will not be issued until the relocatee has received payment from the State as agreed in the contract or until the condemnation award has been deposited by the State as prescribed by law.

If the relocatee and the Iowa Department of Transportation agree to a date for possession which varies from dates indicated in the 90 and 30 day notice provisions, it will be specified in the right of way purchase agreement and will constitute a waiver of the provisions.

NOTICE OF INTENT TO ACQUIRE and RELOCATION ELIGIBILITY

Relocatees are encouraged to remain in occupancy of the displacement until it is necessary to move. In some instances when there may be a shortage of available replacement properties or a particular hardship, it is in everyone's best interest to allow the relocatee to move from the property prior to the "Initiation of Negotiations". In order to ensure eligibility for relocation benefits, the notice needs to be issued to these persons.

This notice will be issued by the Relocation Supervisor in writing with involvement from the Chief Acquisition Agent and Right of Way Director, if necessary.