



Iowa Department of Transportation
OFFICE OF RIGHT OF WAY - RELOCATION

OFFER OF RELOCATION ASSISTANCE
Business

Date Negotiations Initiated _____

County _____

Owner/Tenant Operated _____

Project No. _____

Address _____

Parcel No _____

In addition to the amount offered for the purchase of the real estate, the Iowa Department of Transportation is authorized to make one or more of the following relocation assistance payments:

1. **Moving expense payment:**

A payment equal to those actual moving and related expenses which the Iowa Department of Transportation determines to be reasonable and necessary incurred in the relocation of personal property not acquired by the Iowa Department of Transportation. This payment may be based on estimates by qualified professional movers or a qualified Relocation Assistance Advisor.

2. **Reestablishment expenses:**

In addition to actual moving expenses, a small business, farm or non-profit organization may be eligible to receive reimbursement of actual expenses, not to exceed \$10,000, which the Iowa Department of Transportation determines to be reasonable and necessary in relocating and reestablishing those operations at a replacement site.

3. **Searching expense reimbursement:**

Under some circumstances you may also be eligible for searching cost reimbursement for expenses incurred in locating a replacement location for your business. This reimbursement is limited to a maximum of \$2,500.00 and is reimbursed based on documented time and expenses.

or

4. **Fixed payment in lieu of actual moving expenses:**

A displaced business, farm operation or non-profit organization, if eligible, may choose to accept a fixed payment in lieu of moving and reestablishment expenses. Payment of no less than \$1,000 nor more than \$20,000 may be made equal to the average **net earnings** (*business or farm operation*) or gross revenues less administrative (*non-profit organization*) of the two years prior to relocation.

NINETY DAY NOTICE

You will not be required to move your personal property sooner than _____, a date not less than 90 days from the date the original offer was presented to you.

By _____
Date
Right of Way Advisor

- 189 By _____
Date
Douglas C. Bates,
Relocation Assistance Supervisor