



**G.J. Miesbauer & Associates, Inc.**  
RIGHT OF WAY ACQUISITION SPECIALISTS

## **Wisconsin Relocation Assistance Program (Residential)**

### **I. Before project begins:**

#### **A. Interview displacee**

- 1) Inform of project
- 2) Provide required brochures
- 3) Describe relocation program
  - (a) Replacement Housing Payment – Max \$25,000 owner occupied / \$8,000 tenant occupied (can be exceeded if federal funding exists or displacees will suffer a financial hardship)
    - (i) Differential Payment – makes up the difference in price between purchase price / rent of subject and price / rent of comparable properties available in the area.
    - (ii) Refinancing Payment – makes up difference if the owner loses lower financing rate on existing mortgage.
    - (iii) Incidental Expense Payment – Reimburses the reasonable costs of closing on a replacement property.
  - (b) Moving Cost Payment – Two options to choose from:
    - (i) Option 1, Actual reasonable cost – Reimburses the actual and reasonable costs in relocating. Costs must be documented with invoices and/or receipts.
    - (ii) Option 2, Fixed Payment Schedule – Lump sum payment based on the number of rooms with personal property. Rooms that contain large amounts of personal property may be counted as multiple rooms for the purposes for the schedule.
  - (c) Relocation Assistance Services
    - (i) Provide advice and assistance in finding a suitable replacement home.
    - (ii) Provide information on payment entitlements and rights.
    - (iii) Provide assistance in completing and filing relocation claims.
    - (iv) Provide information on appeal procedures.
- 4) Obtain housing information from displacee necessary to complete the Relocation Plan.

#### **B. Acquisition Stage Relocation Plan**

- 1) Must be completed and approved by the Department of Commerce before the project can begin
- 2) Provides assurances that the Agency will provide the relocation services.
- 3) Provides estimates of relocation costs for each displacee.

### **II. After appraisal is prepared, but before a formal offer is made to the owner:**

#### **A. Complete the Determination of Replacement Housing Payment (differential payment).**

- 1) Research and analyze area property listing for possible “comparable properties”.
- 2) Three or more “comparable properties” must be used for the determination.

#### **B. Determination must be approved by the Agency before a formal offer can be made.**



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**III. At The time of Initiations of negotiations:**

- A. Present the displacees with the relocation eligibilities and benefits including a summary of relocation payments.
- B. Provide information on the comparable properties and other properties that could function as replacements.
- C. Provide a 90 day assurance of occupancy.
- D. Establish a rental amount for lease of property after the purchase.
  - 1) 30 day rent free period.
  - 2) Rent is  $\frac{1}{2}$  of 1% of the purchase price or actual rental amount.
- E. Provide Relocation Assistance Services throughout the negotiation and relocation process until displacee has chosen a replacement property.

**IV. After replacement property is chosen:**

- A. Using a copy of the accepted offer to purchase, calculate the amount of the Replacement Housing Payment the displacee is eligible to receive.
  - 1) Assist the displacee with completing a relocation claim for their replacement housing payment.
  - 2) Complete an inspection of the replacement property to insure it meets Decent Safe and Sanitary requirements.
  - 3) Attend the closing on the replacement property and give the replacement housing payment check to the displacees at that time.
    - (a) Assist the displacee with completing a relocation claim for their closing costs.
- B. Assist the displacee with the planning and implementation of the move.
  - 1) Assist the displacee with completing a relocation claim for their moving expenses.
  - 2) After the move is completed, certify that all personal property has been relocated before reimbursing of moving payment.
- C. When the relocation is complete and the displacee has expended all of their entitlements, complete and submit a Relocation Case Report to the Department of Commerce.