INTRODUCTION
When an agency undertakes a publicly-funded improvement project, it may be necessary to move people from their businesses or farms. If a public project displaces you, the displacing agency must provide certain benefits and services to ensure that you experience minimum loss and inconvenience. This brochure aims to help you understand your relocation rights, in addition to the acquisition payments that would normally be made for the purchase of real property for public use, if you are displaced from your business or farm.

RELOCATION TERMS
An agency must provide property owners and potentially displaced persons with relocation information prior to displacement of the person.

If a public hearing is held for a project which may involve property acquisition and displacement of a person the following must be provided: (1) general information about relocation services and payments; (2) a statement that the agency shall prepare a relocation plan for approval by the state relocation specialist prior to acquisition and that persons potentially impacted by the project will be contacted to obtain information to prepare the plan; (3) identification of project boundaries and an estimate of the number of residential and nonresidential properties to be acquired; (4) a statement that a person who moves prematurely may jeopardize relocation entitlements and that sufficient time to relocate will be provided; and (5) the name, address and telephone number for an agency representative to contact if further information is needed about relocation assistance matters.

When an agency first contacts a rental property owner to obtain information necessary for the preparation of a relocation plan, it must provide the following information: (1) a description of the nature of the proposed project; (2) notice to the owner that the tenants are being contacted to obtain information to prepare the plan; (3) caution to the owner against eviction of tenants before acquisition; (4) explanation that the tenants are being advised not to move prematurely; and (5) notice that in the event the tenants move before acquisition, an owner may qualify for a rent loss payment.

The agency must provide a tenant or owner-occupant of a property the following information: (1) a statement describing the nature of a proposed project; (2) a warning against a premature move which may jeopardize relocation entitlements, (3) the date acquisition will begin; (4) a summary of relocation assistance and benefits; and (5) the contact information for an agency representative to contact with questions.

RELOCATION PLAN
A displacing agency must prepare, submit and have the state relocation specialist approve a relocation plan before initiating negotiations for property acquisition. The plan aims to ensure that an agency will provide adequate relocation payments and services and to determine whether displaced persons can be sufficiently relocated.

ADVISORY SERVICES
The displacing agency must provide sufficient relocation assistance to displaced persons. Through ongoing interaction with the displaced person the agency can provide tailored services to help in a move including: finding suitable replacement property; relocation payment eligibility; move arrangements; filing relocation claims; and providing appeal procedure information.
**APPEALS OCCUPANCY ASSISTANCE AND REAL PROPERTY**

A person will not be required to move until the acquisition date. Rent charged for use of the property between the date of acquisition and date of displacement may not top the economic rent or the rent paid to the former owner, whichever is less.

You will not be required to move without 90 days written notice. An occupant shall have rent free use of the property for the first 30 days of the month after title vests in the agency, or the acquisition caused uneconomic unit for the same type of farming operation.

A relocation claim should be filed as soon as possible after you move and related expenses have been incurred. Agencies should pay relocation expenses promptly. Claims must be filed within 2 years after the displacing agency has taken physical possession of the property. It is important that you contact the agency to learn of any limitation or condition that may affect your eligibility. For example, you may need to provide a certified statement of expense. In order to be reimbursed, you must incur the expense and submit a claim along with supporting documentation.

**TEMPORARY DISPLACEMENT**

If you are displaced and not satisfied with your relocation assistance or benefits you may: (1) file an appeal with the displacing agency; (2) file an appeal with the DOA or (3) file an appeal under Wis. Stats. 2000/2001. The farm must be discontinued at the time of the acquisition; or the acquisition caused a non-economic unit for the same type of farming operation.

**OTHER INFORMATION**

You may be reimbursed for costs incurred while searching for a new location. This payment compensates displaced persons for the difference between the acquisition price of the property and the cost of purchasing or renting a comparable replacement. Owner occupants may be eligible for an increased mortgage benefit amount.

You may be compensated for actual direct loss of personal property that you can move but do not own and for increase in rent or utility costs. You may be reimbursed for costs incurred while searching for a new business including: moving persons and personal property; packing, crating and unpacking; storage for up to 12 months; disconnecting, dismantling, reinstalling machinery, equipment or personal property not acquired by the agency; property lost, damaged or stolen through no personal fault while insurance is unavailable; relettering; stationary; and other reasonable expenses.

Search costs are capped at $1,000 under federal law. If federal and state/local dollars are involved, the displaced person is eligible for the higher amount. Search costs must be supported by original, receipts or other documentation. The backlog of paid search claims must be liquidated in accordance with the New Business program. Displaced business owners and tenants may be entitled to a payment of up to $30,000. This payment compensates displaced persons for the difference between the acquisition price of the property and the cost of purchasing or renting a comparable replacement. You may reestablish your business elsewhere. To qualify if only part of the farm is acquired, the remaining farm must not be part of an enterprise having more than three other similar establishments not engaged in the same type of farming operation.

If you are displaced and not satisfied with your relocation assistance or benefits you may: (1) file an appeal with the displacing agency; (2) file an appeal with the DOA or (3) file an appeal under Wis. Stats. 2000/2001. The farm must be discontinued at the time of the acquisition; or the acquisition caused a non-economic unit for the same type of farming operation.

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