INTRODUCTION
When an agency undertakes a publicly-funded improvement project, it may be necessary to move people from their homes. 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 home.

NOTE
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 housing; relocation payment eligibility; move arrangements; filing relocation claims; and providing appeal procedure information.

Wisconsin Relocation Rights
This brochure is a summary of services and payments available for residential owners and tenants who are required to move for public projects. For more details on state relocation law and regulations, please contact the displacing agency or refer to: Wis. Stat. ss. 32.185 - 32.27 & Wis. Adm Code Ch. 92.

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NOTE: If you are notified that you will be displaced, it is important that you DO NOT move before you learn what you must do to receive the relocation payments and other assistance to which you are entitled.

This pamphlet is published by the Wisconsin Department of Administration in cooperation with the Attorney General pursuant to Wis. Stat. § 32.26(6). It is not intended to be a substitute for legal assistance. A displacing agency must make this pamphlet available to a displaced person before beginning the acquisition of the property for the public project.

The Department of Administration does not discriminate on the basis of disability in the provision of services or in employment. If you need this printed material interpreted in a different form, or if you need assistance in using DOA services, please contact us. Our address and phone number are listed below.

Wisconsin Relocation Office
Division of Energy, Housing and Community Resources
Department of Administration
101 E. Wilson Street
Madison, WI 53707
Phone (608) 261-8404
Email: Amanda.mott@wisconsin.gov
http://www.doa.state.wi.us/Divisions/Housing

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low-income residential tenants include those whose income does not exceed 60% of the Wisconsin median income. Displaced persons are advised to seek qualified tax counsel. A copy of the Wisconsin Open Housing Law, Wis. Stat. § 106.50, should be provided to low-income and minority homeowners or tenants.

Development Act establishes requirements for replacement property. The displacing agency should provide you with claim forms. A relocation claim should be filed as soon as possible, but not later than 2 years after the displacing agency has taken physical possession of the property.

The displacing agency will compensate you for actual out-of-pocket expenses incurred as a result of moving to and from a temporary dwelling, and related expenses have been incurred. Claims must be filed within 2 years after the displacing agency has taken physical possession of the property. Proof of expenses will be required including receipts and documentation. There are several options for appeal if you are not satisfied with your relocation assistance or benefits: (1) file an appeal with the displacing agency; (2) file an appeal with the DOA; and/or (3) file an appeal under Wis. Stats. § 32.20.

If you are a displaced owner or tenant you may be entitled to relocation payments, including rent for at least 90 days in the original dwelling. You may be eligible for up to $8,000. If you purchase a replacement dwelling, you may be eligible for an increased mortgage payment towards a down payment. Agencies may exceed these amounts if necessary to obtain a comparable replacement. An agency may exceed these amounts if necessary to obtain a comparable replacement. This includes comparison of the property paid for by the Federal government.

If federal and state/local dollars are involved, the displaced person is eligible for the higher benefit amount.

If you are a displaced owner or tenant you may be eligible for a payment of up to $8,000. If you own and occupy your home for at least 90 days prior to the initiation of negotiations and you have been displaced, you are entitled to a "differential" payment of up to $8,000. This includes comparison of the property paid for by the Federal government.

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