

Chapter 1 : Sec. Moving and Relocation Guidelines | Policies & Procedures | UCI

In March Pat Lynch, President, founded The Relocation Department, Inc. (TRD) to provide outsourced relocation management staffing to corporate human resources groups. Nick Casiello joined TRD in late as CEO and principal.

This module provides critical information on how HUD programs and projects may be impacted by two federal laws: Overview of the URA Overview of the URA The Uniform Relocation Assistance and Real Property Acquisition Act URA , is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property real estate or displace persons from their homes, businesses, or farms. Agencies conducting a program or project under the URA must carry out their legal responsibilities to affected property owners and displaced persons. Agencies should plan accordingly to ensure that adequate time, funding and staffing are available to carry out their responsibilities. Some of those responsibilities include: For Real Property Acquisition Appraise property before negotiations Invite the property owner to accompany the appraiser during the property inspection Provide the owner with a written offer of just compensation and a summary of what is being acquired Pay for property before possession Reimburse expenses resulting from the transfer of title such as recording fees, prepaid real estate taxes, or other expenses Please note that agency responsibilities for voluntary acquisitions differ. Please see Voluntary Acquisition vs. Involuntary Acquisition in this training module for additional information. For Residential Displacements Provide relocation advisory services to displaced tenants and owner occupants Provide a minimum 90 days written notice to vacate prior to requiring possession Reimburse for moving expenses Provide payments for the added cost of renting or purchasing comparable replacement housing For Nonresidential Displacements businesses, farms, and nonprofit organizations Provide relocation advisory services Provide a minimum 90 days written notice to vacate prior to requiring possession Reimburse for moving and reestablishment expenses Which HUD Programs are covered by URA Requirements? A well planned project may be completed on time and on schedule, whereas, a poorly planned project can result in delays, funding shortfalls, bad publicity, and even legal action. As a result, all acquisition and relocation activities should begin early in the project planning process. Section of the URA requires that, "Programs or projects undertaken by a federal agency or with federal financial assistance shall be planned in a manner that: Recognizes, at an early stage in the planning of such programs or projects and before the commencement of any actions which will cause displacements, the problems associated with the displacement of individuals, families, businesses, and farm operations, and Provides for the resolution of such problems in order to minimize adverse impacts on displaced persons and to expedite program or project advancement and completion. What issues do you need to consider when planning for acquisition and relocation? HUD requires that all reasonable steps be taken to minimize displacement as a result of a HUD assisted project. Planning is essential to ensure that sufficient funds are available to comply with all applicable requirements. Plan early so that project budgets will include realistic estimates for acquisition and relocation expenses. Coordination of the Project: The grantee should take steps to coordinate activities and facilitate cooperation among government agencies, neighborhood groups, and persons affected by the project. This will ensure that the project can proceed efficiently and with minimal duplication of effort. During the planning stage, HUD recommends that the grantee review applicable relocation policies, staffing needs, and training or other capacity building needs to anticipate any issues that may hinder the acquisition and relocation process. Grantees must adhere to HUD administrative requirements involved in the planning for acquisition and relocation projects. Where can you go to find more information about relocation planning? You should consult 49 CFR What is a Program or Project? The answer to this question may seem simple, but it can be more complex than it appears. Your acquisition and relocation activities may trigger URA requirements even when you may feel they are unrelated. It is important for you to have a clear understanding of these and other important terms as defined in the URA and the regulations. The phrase "program or project" is defined in 49 CFR Part 24 as, "any activity or series of activities undertaken by a federal agency or with federal financial assistance received or anticipated in any phase of an undertaking in accordance with the federal funding

agency guidelines". Where can you go to find more information about this topic? Involuntary Acquisition of Property Voluntary Acquisition vs. Agencies may acquire the needed real property from owners by voluntary or involuntary means. Under the URA, an acquisition is considered to be involuntary when an agency acquires property under threat or use of eminent domain. Eminent domain is the power of the government to take private property for public purposes with payment of just compensation. The Fifth Amendment of the U. Constitution states that "private property shall not be taken without payment of just compensation" and that "no person shall be deprived of life, liberty, or property without due process of the law. The URA requirements for voluntary acquisitions and involuntary acquisitions differ significantly. While there are protections for property owners in both circumstances, only involuntary acquisitions trigger the full acquisition requirements of the URA found in 49 CFR Part 24 Subpart B. Grantees must understand the critical differences between voluntary acquisitions and involuntary acquisitions under the URA before acquiring property for a HUD funded project. What makes a transaction "voluntary"? For agencies with eminent domain authority, if: Key Acquisition Steps - Involuntary Acquisition Key Acquisition Steps - Involuntary Acquisition The following steps represent the general process an agency must follow under the URA when acquiring property under threat of eminent domain: Just compensation is derived from the appraisal process. What is an administrative settlement? Administrative settlements are made for administrative reasons that are considered to be in the best interest of the public. Authorized agency officials may approve administrative settlements if they are: Reasonable Prudent, and In the public interest Agency files should include proper documentation to justify and support the decision for an administrative settlement. Where can you go to find more information about these acquisition process and related requirements? Who is a Displaced Person? Generally, a displaced person under the URA is an individual, family, partnership, association, corporation, or organization, which moves from their home, business, or farm, or moves their personal property, as a direct result of acquisition, demolition or rehabilitation for a federally funded project. Displaced persons are eligible for relocation assistance under the URA. Who is Not Displaced? Generally, persons not displaced are not eligible for relocation assistance under the URA. Examples of persons not displaced include, but are not limited to, the following: Persons temporarily relocated from their dwellings for less than 12 months during rehabilitation or demolition Illegal aliens; the URA prohibits providing relocation assistance to persons not lawfully present in the U. The URA contains specific definitions of a "displaced person" and "persons not displaced. Where can you go to find more information about these displacement requirements? It is critical for agencies to issue appropriate notices to affected persons at the appropriate time. No person shall be required to move without a minimum of 90 days written notice of the required date of the move. HUD has specific requirements relating to the three URA notices and also requires additional notices be issued when conducting acquisition and relocation activities for HUD funded programs and projects. Agencies should refer to the HUD handbook for more information on this topic. What notices are required under the URA? Informs affected persons of the project and that they may be displaced by the project. Notice of Relocation Eligibility: Informs persons that they will be displaced by the project and establishes their eligibility for relocation assistance and payments. Informs displaced persons of the earliest date by which they will be required to move. This notice may not be issued unless a comparable replacement dwelling is available and the displaced person is informed of its location and has sufficient time to lease or purchase the property. Where can you go to find more information about required notices? Relocation Advisory Services Relocation Advisory Services In addition to being required by law, relocation advisory services are the single most important part of a successful relocation program. Relocation advisory services are required to be provided to all eligible displaced persons including nonresidential displaced persons. What are some key relocation advisory services requirements? Provide current and ongoing listings of comparable dwellings for residential displacements and replacement sites for businesses Supply information on other federal and state programs offering assistance Provide counseling and other assistance to minimize hardship in adjusting to relocation And other required and appropriate assistance Where can you go to find more information about relocation advisory services? Residential Relocation Residential Relocation In addition to relocation advisory services, residential displaced persons may be eligible for other relocation assistance including relocation payments for

moving expenses and replacement housing payments for the increased costs of renting or purchasing a comparable replacement dwelling. What types of moving payment options are available to residential displaced persons? The URA provides the following moving payment options: What types replacement housing payments are available to residential displaced persons? Tenant occupants may be eligible for a rental assistance payment to supplement the costs of leasing a comparable replacement dwelling, or downpayment assistance payment to purchase a replacement dwelling. Owner occupants may be eligible for a price differential payment, mortgage interest differential payment, or incidental payments to supplement the costs of purchasing a comparable replacement dwelling. For tenant occupants of 90 days or more A rental assistance payment is based on the difference, if any, between the cost of the monthly rent and utilities of the displacement dwelling and a comparable decent, safe, and sanitary replacement dwelling, as determined by the agency. It is important to note that a rental assistance payment should be based on income for low-income persons. Please see 49 CFR Furthermore, tenant occupants may be eligible to use their rental assistance payment as a downpayment for the purchase of a replacement dwelling. For owner occupants of 90 days or more A price differential payment is based on the difference, if any, between the acquisition price of the acquired dwelling and the purchase price of a comparable decent, safe, and sanitary replacement dwelling, as determined by the agency. Where can you go to find more information on moving expense payments? Where can you go to find more information on replacement housing payments? When such housing cannot be provided by using replacement housing payments, the URA provides for "housing of last resort. Agencies have broad flexibility in the use of housing of last resort. It is intended to enable agencies to respond to difficult or special displacements, but it should not be used as a substitute for lack of time or lack of relocation advisory services. Remember that it is crucial to identify potential housing of last resort situations early so that they may be addressed in a proper manner. Where can you go to find more information on housing of last resort? Although temporarily displaced persons do not receive the same relocation assistance and payments as persons permanently displaced under the URA, they do have certain rights and protections. What are the requirements for temporary relocation? When necessary or appropriate, residential tenants who will not be required to move permanently may be required to relocate temporarily for the project. Temporary relocation should not extend beyond one year before the person is returned to his or her previous unit or location. Any residential tenant who has been temporarily relocated for more than one year must be offered all permanent relocation assistance which may not be reduced by the amount of any temporary relocation assistance previously provided. All conditions of temporary relocation must be reasonable. At a minimum, the tenant shall be provided the following: Reimbursement for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporarily occupied housing and any increase in monthly rent or utility costs at such housing. Appropriate advisory services, including reasonable advance written notice of the following:

Chapter 2 : Corporate Relocation and Real Estate Services | William Raveis

The Relocation Department has changed with new technology and some staff changes but I have to say I'm amazed. In the past 25 years, I've had 8 personal moves with 3 companies but the Relocation Department is still providing that same consistent & extraordinary level of service to the transferees, their families & the clients.

Business owners relocate their businesses for different reasons, ranging from more customer traffic and better growth opportunities to the simple need for more space. However, relocating a company can also be time-consuming and disruptive, with risks to employee and customer relationships. A relocation plan must include mechanisms for evaluating the risks and benefits of the move, as well as a detailed checklist of relocation tasks. Set out the reasons for considering relocation in your plan. Your company might have to move because a lease has run out, or because you have outgrown your present location. Be clear about the positive reasons for relocation. You might want to locate your business in an area closer to important customers or business partners. If you are planning to expand, you will be looking for more space. Or you might not be able to recruit skilled or specialized workers in your present location. By clarifying your reasons for relocation, you can focus your plan on the right solutions. Assess and compare the potential risks and benefits of relocation. Show how you will maximize benefits such as an improved working environment, better access to suppliers or skilled labor, and room for expansion. Document potential risks such as disruption to production leading to delivery problems, loss of key employees who do not want to relocate, and escalating or unforeseen relocation costs. Incorporate action plans to minimize risk in the overall relocation plan. Include detailed expenses in the plan. Calculate all the direct and indirect costs of relocation to establish a budget for the move. Include the estimated costs of renting or buying suitable properties in your target location. Obtain estimates for transporting furniture and equipment to the new location. Make provisions in your budget for repairs, refurbishment or redecoration of the new premises. Include the fees of professional advisers such as lawyers and property agents. List areas you have identified as suitable for relocating your business. Compare the facilities, costs and benefits of the location against the criteria set out in your reasons to move. Prepare a short list of properties in the region by searching property databases on the Internet, or by asking a property agent to source details. If you are moving into a region that is trying to attract investment through a public-private partnership, contact any government agencies in the region for assistance in finding suitable properties. Allocate responsibility for managing the relocation. Select a leader to take overall project management responsibility and appoint representatives in each department to liaise with the leader. Prepare checklists of responsibilities for each department so everyone is aware of key dates and tasks. Develop a project plan for maintaining essential production and delivery during the relocation. This way, you can continue to provide customers with the right level of service with minimal disruption. Incorporate a plan for internal and external communications so that employees, customers and suppliers are aware of the implications of the move. Explain the reasons and potential benefits of the move to all employees, encouraging them to cooperate in ensuring a smooth transition. Set out an employee policy for relocation. Provide details of relocation expenses available to employees. Explain the alternative arrangements for employees who do not want to relocate. Provide employees with sources of information on essential location information such as house prices, schools and colleges, medical facilities, local stores and leisure facilities. Inform customers of the relocation dates and arrangements for delivery during the transition period. Set out the potential benefits of the move in terms of improved customer service. Provide customers and suppliers with essential location, information including address, telephone and other contact details. Prepare a comprehensive checklist of essential activities for the relocation. Include transport arrangements for furniture and equipment. Contact utility companies to arrange disconnection and installation of services in existing and new premises. Prepare a schedule for the relocation with key dates and responsibilities. Include a list of important contacts for the relocation period. Prepare a contingency plan for any aspects of the move that could impact customers.

Chapter 3 : The Relocation Department, Real Estate Agent in Fishers | Trulia

DOWNLOAD PDF RELOCATION DEPARTMENTS : THE PRESENT

A company that moves 5+ employees a year, either full relocation or International relocation/assignment. Offers home sale, home purchase, rental assistance, needs help with policy writing and administering the relocation benefits.

Chapter 4 : Internal Relocation | | University of Alaska Anchorage

Leave Your IT Relocation To The IT Relocation Experts Lease expirations, growth, and consolidations present a challenge for corporations of all sizes. When these types of events occur it requires coordination between real estate, finance, facilities and IT departments.

Chapter 5 : The Relocation Department | Extraordinary Relocation Experiences

NOTE: Aliens not lawfully present in the U.S. are NOT eligible for relocation assistance. Relocation Plan. Any entity that undertakes a public project that may potentially displace a person from their home, farm or business must file a relocation plan with the Department of Administration, Division of Legal Services.

Chapter 6 : How to Develop a Business Relocation Plan | calendrierdelascience.com

The present relocation service rate is based on \$ per hour per person for jobs that occur during business hours of am pm. Jobs performed after pm will be charged the overtime rate of \$ per hour per person.

Chapter 7 : Keller Williams Classic Realty NW Relocation Department

Relocation Department does not have any activity on the Trulia community, Trulia Voices, yet.

Chapter 8 : Contact Keller Williams Classic Realty NW Relocation Department

Relocation/Reo/Business Development Department. Below are descriptions of the skills recommended to manage the various segments of the relocation department and the referral business.

Chapter 9 : About | The Relocation Department

You should look at relocation as another form of prospecting. The referrals and business relationships from relocation can lead to non-relocation business if your clients, the relocation coordinators, and the employer are satisfied with your services. The relocation business knows no season.