



19210 S. Vermont Avenue, Building A, Suite 100  
Gardena, CA 90248  
Phone: (310) 538-0233  
www.irwaonline.org

## Course 502: Non-Residential Relocation Assistance January 13-14, 2020 Phoenix, AZ



## Course 502: Non-Residential Relocation Assistance

### Course Description:

This course presents the processes necessary to relocate a business. Participants will learn how to apply provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, in conjunction with the Surface Transportation and Relocation Assistance Act of 1987, and subsequent revisions, to the relocation of non-residential entities.

**PLEASE NOTE:** Participants must read 49 CFR Part 24 prior to attending this class.

### Course Level:

Intermediate

### Course Tuition Includes:

Participant Manual  
Federal Register

### Topics:

- General eligibility requirements
- Relocation planning
- Identification of personal property
- Advisory assistance
- Payments for property not moved
- Re-establishment vs. move
- Fixed payments for businesses, nonprofit organizations and farms
- Appeals process

### Required Materials:

Financial calculator

### Who Should Take This Course:

This course is designed to provide the fundamentals of nonresidential relocation to right of way professionals.

**502 Non-Residential Relocation Assistance January 13-14, 2020 Phoenix, AZ**  
 Register online at [www.irwaonline.org](http://www.irwaonline.org) / Fax this entire page to IRWA HQ: (310) 538-1471

\_\_\_\_\_  
 Last Name First Name  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Title

If payment includes the fees for registrants other than yourself, check here:   
 (Please submit names of other registrants on a separate paper along with this form)  
 Will you also be attending?  Yes  No

\_\_\_\_\_  
 Company Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City, State, Zip/Postal Code  
 (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  Yes  No  
 Phone Member Member ID Number  
 \_\_\_\_\_  
 Email Address

Member Tuition	Non-Member Tuition	Total Tuition Amount
\$450.00	\$450.00	_____

Total Member Registrants: \_\_\_\_\_  
 Total Non-Member Registrants: \_\_\_\_\_

PRINT NAME AS IT APPEARS ON CARD: \_\_\_\_\_ 3-DIGIT CVV: \_\_\_\_\_

AMEX  MC  VISA  Card #: \_\_\_\_\_ EXP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Amount to be Charged: \_\_\_\_\_

**Course 502: Non-Residential Relocation Assistance January 13-14, 2020 Phoenix, AZ**

Sponsor: IRWA Chapter 28  
 Date: January 13-14, 2020  
 Time: 2 days – 8 AM to 5 PM Daily  
 City: Phoenix, AZ

**Accommodations:**  
 Cambria Hotel Downtown Phoenix  
 222 E. Portland St.  
 Phoenix, AZ 85004  
 Phone: (480) 620-5343  
 Contact hotel directly for rates and reservations

**Class Location:**  
 Arizona Department of Transportation  
 1130 N 22nd Ave  
 Phoenix, AZ 85009  
 Phone: (602) 712-7142  
 Participant Capacity: 24

**Course Coordinator:**  
 Michelle Moy  
 Right of Way Agent  
 Maricopa County Real Estate Department  
 2801 W. Durango  
 Phoenix, AZ 85009  
 Office: (602) 506-8684  
 Cell: (602) 206-5946  
 Fax: (602) 506-4161  
 Email: [Michelle.Moy@Maricopa.Gov](mailto:Michelle.Moy@Maricopa.Gov)

**Four Ways to Register:**  
 Online: [www.irwaonline.org](http://www.irwaonline.org)  
 Fax: (310) 538-1471  
 Phone: (310) 538-0233, x138  
 Contact Course Coordinator

**Course Instructor:**  
 Karen Eddleman, SR/WA, R/W-RAC, is a Vice President with Associated Right of Way Services, Inc., a right of way consulting firm based in the San Francisco Bay Area. Ms. Eddleman has been providing relocation consulting services to public agencies and non-profit organizations throughout California for over 20 years. She has managed the relocation efforts for many federally funded transportation projects in recent years which have impacted a wide spectrum of housing types and complicated businesses. Ms. Eddleman is a past president of IR/WA Chapter 2 and serves on its Relocation Committee. She has also had the privilege of serving as a Special Master to implement relocation settlements.

**Cancellation Policy:** All classes scheduled by IRWA are subject to cancellation. All class registrants must contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be cancelled at any time (for reasons including, but not limited to, insufficient registration, Instructor emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

**Tuition Refund Policy:** Written notification of intent to cancel registration must be received via email by both the Course Coordinator and IRWA Headquarters Education Staff ([education@irwaonline.org](mailto:education@irwaonline.org)) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to the class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date, and no refund will be issued for notice received on or after the class start date.