

General Information Notice – Displacement
Residential Tenant

LETTERHEAD

(Date)

Dear _____:

On (date), (property owner) submitted an application to the (Grantee) for financial assistance to acquire the building, which you occupy at (property address). This notice is to inform you of your rights under Federal law. If the (grantee) is funded and acquires the property and you are displaced for the project, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. However, **do not move now**. This is not a notice to vacate the premises. You should continue to pay your monthly rent to your landlord, because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a new unit before receiving formal written notice of your eligibility for relocation assistance. If you move or are evicted before receiving such notice, you may not receive any assistance. Please contact us before you make any moving plans.

If the (grantee) acquires the property and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement house. This assistance is more fully explained in the enclosed brochure, "Relocation Assistance to Tenants Displaced from Their Homes."

Legislative changes prevent persons who are aliens not lawfully present in the United States from receiving relocation benefits. Such aliens are not eligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. The exceptions are explained in the regulations. A copy is enclosed. All persons seeking relocation assistance must certify, as a condition of assistance, that they are all citizens or nationals of the United States, or an alien lawfully present in the country. For families the certification may be made by the head of the household for all family members.

The (grantee) is required to have an appeal process. You have the right to appeal the determination as to your eligibility for assistance, should the project proceed. You may contact the individual identified on the enclosed brochure for additional information.

If for any reason any other persons move into this unit with you after this notice, your assistance may be reduced. If you have any questions, please contact (name), (title), at (phone), (address).

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the (grantee) decides not to purchase the property, you will be notified in writing.

Sincerely,

(Name and Title)

Enclosures

Certification of Eligibility for Relocation Payments and Services

Certification of legal residency in the United States (Please read instructions below before completing section.)

Instructions: To qualify for relocation advisory services or relocation payments authorized by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, a “displaced person” must be a United States citizen or national, or an alien lawfully present in the United States. The certification below must be completed in order to receive any benefits. (This certification may not have any standing with regard to applicable State laws providing relocation benefits.) **Your signature / signatures on this claim form constitutes / constitute certification.**

The individual(s) listed below occupy / occupies the dwelling at:

I _____, as head of household, hereby certify that all individuals are either United States citizens or nationals, or are aliens lawfully present in the United States.

For unrelated individuals, each individual by affixing their signature below certifies that they are either a United States citizen or national, or an alien lawfully in the United States.

(Signature and Date) (Signature and Date) (Signature and Date)

(Signature and Date) (Signature and Date) (Signature and Date)