**SAMPLE GENERAL INFORMATION NOTICE LETTER**

 **(HOME)**

**Must be sent on Owner/Developer’s Letterhead**

Date: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Apt. #\_\_\_\_\_­­­\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Prospective Property Owner) will apply for funding to renovate the building that you live in. This notice is to inform you that if the application is successful the building will be renovated. We urge you **not to move** anywhere at this time. (If you elect to move for your own reasons, you will not get moving help that are you eligible for.)

There will be Advisory Services to answer questions and help with the process. If you must move during renovation, the Advisor will find you suitable temporary housing and will pay for all reasonable moving costs, including any increase in housing costs.

If the application is approved and the property is renovated, you will be able to lease and live in your apartment (or another suitable apartment in the same complex). If this happens, you will be asked to give management income and eligibility documents so that you can continue living here. After renovation, rent plus utilities will not exceed your current rent plus average utilities.

Again, we urge you not to move. In the meantime, if you have any questions please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of Resident Advisor) at the following number \_\_\_\_\_\_\_\_\_\_\_. **This letter is important and should be kept.**

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Property Owner) is applying for Federal or State funding to renovate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (property name). If this type of funding is used, the Uniform Relocation Assistance and Real Property Acquisition Polices Act of 1979 (URA) as amended and the Georgia Department of Community Affairs Relocation Manual applies.