**GUIDE FORM 90-DAY NOTICE MOVING DATE**

**DISPLACED TENANTS**

**NON-RESIDENTIAL TENANT**

***Must be on Grantee or Agency Letterhead***

***\* This form is a guide and should be revised to reflect the development’s relocation activities. \****

Date:

Tenant Name:

Business/non-profit/farm Name:

Street Address:

City, State, Zip Code:

Dear :

On (*date*) , the (*Developer, Public Housing Authority (PHA), other*), notified you of its determination that you will be displaced by the (*acquisition, rehabilitation, or demolition*) of the property you currently occupy at (*address*) *.* The construction is set to receive funding from the Georgia Department of Community Affairs (DCA) Housing Tax Credit program*.*

**This is your 90-day Notice to Move**; you ([*must vacate your dwelling no later than (insert date*)] **or** [*will not be required to move for at least 90 days. You will receive a Notice of Moving Date indicating the specific date by which you must move no less than 30 days prior to the date by which you must move*]). [*If a move is arranged by the Relocation Specialist, insert logistics here*].

If you have any questions about this letter and your eligibility for relocation assistance and payments, please contact before you make any moving plans:

|  |  |
| --- | --- |
| **Important Contact Info** | |
| **Relocation Specialist**  (for questions about relocation, assistance, and to file grievances) | Name:  Mailing Address:  Phone:  Email: |
| **DCA Housing Development  Relocation Team**  (to file grievances and appeals) | Online Form: <http://form.jotform.com/82054715249155>  Email: [relocationreview@dca.ga.gov](mailto:compliance@dca.ga.gov) |

They will assist you with your move to a new location and help you make sure you can receive all relocation payments to which you are entitled.

This letter is important and should be kept.

Sincerely,

(name & title)