SAMPLE NOTICE OF PERMANENT DISPLACEMENT

***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:

Apartment Name: Apt. #

Street Address:

City, State, Zip Code:

Dear :

(City, County, State, Public Housing Authority (PHA), other)\_\_\_\_\_\_, is interested in (acquiring, rehabilitating, demolishing)\_\_\_\_\_\_ the property you currently occupy at (address)\_\_\_ for a proposed project which *may* receive funding under the Tax Credit program from the Georgia Department of Community Affairs (DCA).

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under DCA’s Relocation Assistance guidance. You may be eligible for relocation assistance and payments, if the proposed project receives funding and if you are displaced as a result of an acquisition, rehabilitation, or demolition for the project.

* **This is not a notice to vacate the premises.**
* **This is not a notice of relocation eligibility.**

If you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1) Relocation advisory services including help to you find another place to live; 2) At least 90 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You will also have the right to appeal the agency’s determination if you feel that your application for assistance was not properly considered.

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

**Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time.** If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event, the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact:

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| --- | --- |
| **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) |

Sincerely,

(name and title)