**GUIDEFORM 90-DAY NOTICE TO MOVE**

**RELOCATION OVER 12 MONTHS**

**NON-RESIDENTIAL TENANT**

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

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 (*and* *from U.S. Department of Housing and Urban Development (HUD) under the (HOME/NHTF/CDBG/RAD/other) 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)

Enclosure/s

*Remove from Notice before distributing to Tenant*

NOTES

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 I of Handbook 1378.)

2. This is a Guideform. It should be revised to reflect the circumstances.