**SAMPLE GENERAL INFORMATION NOTICE LETTER**

**(LIHTC Only)**

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

Date:

Tenant Name:

Apartment Name: Apt. #

Street Address:

City, State, Zip Code:

Dear :

On (*date*) , the (*Developer, Public Housing Authority (PHA), other*) will apply for funding to redevelop the building that you occupy. This notice is to inform you that if the application is successful, the building will be (*rehabilitated/demolished and reconstructed*) . Please **DO NOT MOVE** now. If you do, you might not get moving or reestablishment assistance.

If the application is approved, you may be eligible to return to your apartment (or another suitable apartment in the same complex) after construction is complete. You will be asked about your income and student status to determine if you can return and about your needs to make sure they are met.

A Relocation Specialist is available to answer questions and help with the process. They will work with you to find suitable housing and will pay for moving and any increased housing costs. You must continue to pay your rent and follow all other lease terms. You will also soon receive group and individual meeting invitations to discuss plans for the property. Please be sure to attend these meetings to hear about the improvements and to ask any questions and provide feedback. You are also free to meet with each other privately and discuss ideas you have for the property.

If you have any questions about this letter and your eligibility for relocation assistance and payments, please contact (*name*) , (*title*) using the information listed below. To help you fully participate in the relocation process, reasonable accommodations can be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency. Please let us know if you need auxiliary aides, written translation, oral interpretation, or other assistance.

If you feel that your assistance or ability to return was not properly considered, you have the right file complaints and to request a second review by the Relocation Specialist or by Georgia Department of Community Affairs, using one of these methods:

|  |  |
| --- | --- |
| **Important Contact Info** | |
| **Relocation Specialist**  (for questions about relocation, assistance, and to file grievances) | Name:  Mailing Address:  Phone:  Email: |
| **DCA Housing Development Relocation Specialists**  (to file grievances and appeals) | Online Form: <http://form.jotform.com/82054715249155>  Phone: (800) 359-4663  Email: [relocationreview@dca.ga.gov](mailto:compliance@dca.ga.gov) |

This is not a notice to vacate the premises. **Again, please do not to move at this time.** This letter is important and should be kept for your personal records.

Sincerely,

*\* This form is just a guide and should be revised to reflect the circumstances.*