**GUIDEFORM NOTICE OF ELIGBILITY AND NONDISPLACEMENT**

**TO NON-RESIDENTIAL TENANT**

**Must be on Grantee or Agency Letterhead**

Date:

Tenant Name:

Apartment Name: Apt. #

Street Address:

City, State, Zip Code:

Dear :

On (*date*) , the (*Developer, Public Housing Authority (PHA), other*), notified you of proposed plans to (*acquire, rehabilitate, demolish or convert*) the property you currently occupy at (*address*) . On (*date*) , the project was approved and will receive funding from the Georgia Department of Community Affairs (DCA) under the Housing Tax Credit program and from U.S. Department of Housing and Urban Development (HUD) under the *(HOME/NHTF/CDBG/RAD/other)* program. Construction is expected to begin on (*date*).

This is your Notice of Eligibility for relocation assistance and Notice of Non-displacement. You will have to move out of your location for (*# of months*) for the development. **Do not move yet.** As a result, you are considered temporarily relocated (not displaced) and have the guarantee to return. You are also being offered displacement assistance because the time period for relocation is so long.

This notice guarantees you the following:

1. Upon construction completion, you will be able to lease and occupy (*your present location/ another comparable location onsite*).
2. Your new rent will be $\_\_\_\_\_\_\_\_\_\_ per month. Utilities will cost $\_\_\_\_\_\_\_\_\_.
3. When you move temporarily, you will be reimbursed for all of your extra expenses, including the cost of moving to and from a temporary site and any increased rent.

If you know that any of the terms do not fit your needs, please contact us immediately.

Since you are being displaced in connection with this federally funded development, you will be eligible for relocation assistance and payments calculated under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

The effective date of your eligibility is (Insert date of Initiation of Negotiations, see 49 CFR 24.2(a)(15) or applicable HUD program regulations).

You do not need to move now.You will be provided with advance written notice of the date by which you will be required to move. This date will be no less than 90 days from the date comparable location has been made available to you.

CHOICE BETWEEN TEMPORARY AND PERMANENT

You are expected to be relocated for over 12 months. As a result, you have the right to choose to be temporary relocated (return to property when finished) or permanently displaced (to not return to property). You can choose, with assistance, to move:

* 1. Temporarily for an agreed upon period;
  2. Permanently to the location you temporarily move to, if it is available; or
  3. Permanently elsewhere.

You can choose between the above options now, after 12 months, or when pre-leasing starts.If the decision is to be permanently displaced (remain at the temporary location or move permanently elsewhere), you will have the rent and utility cost difference paid for 12 months after moving.

If you decide to return to the property after construction is complete, you can expect the following changes to your unit and the property.

* (*Describe changes to the unit)*
* *(Describe changes to the site)*
* Lease terms will (*stay the same, change*). (*If changed, describe here*.)
* Property/Community rules will (*stay the same, change*). (*If changed, describe here.)*

RELOCATION ASSISTANCE

You can get the following relocation assistance:

Relocation Advisory Services. Including counseling and other assistance to help you find another location and prepare to move.

Payment for Moving and Reestablishment Expenses. You are eligible for:

1. A payment for your actual reasonable moving and related expenses; including payment for reestablishment expenses of up to $10,000, or
2. Fixed moving payment for your actual reasonable and necessary moving and reestablishment expenses. The fixed moving payment ranges from a minimum of $1,000 to a maximum of $20,000 depending on a number of factors.

(NOTE: If you would like to receive relocation assistance and cannot provide documentation that shows you are lawfully permitted to reside in the United States, please send Relocation Specialist a written explanation of the hardships your household would face without relocation assistance. The Relocation Specialist will then provide the explanation to Georgia DCA for their review. See contact information below.)

QUESTIONS, COMPLAINTS, CONTACTS

Following this letter is a brochure entitled, *Relocation Assistance to Displaced Businesses, Nonprofit Organizations*. Please read the brochure carefully. It explains your rights and provides additional information on eligibility for relocation payments and what you must do in order to receive these payments.

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. They will assist you with your move and help make sure that you continue to be eligible for all relocation payments. 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 to fully and comfortably participate in the relocation process.\*

You also have the right file to complaints (grievances) and appeal the determination if you feel that your application for assistance was not properly considered. If you would like to file a grievance or an appeal, please contact us or the Housing Development Relocation Specialists of the Department of Community Affairs (contact information below).

Remember, do not move or commit to the purchase or lease of a replacement location before we have a chance to further discuss your relocation assistance. This letter is important to you and should be kept for your personal records.

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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 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) |

Sincerely,

(name & title)

Attachment/s

* *Brochure "Relocation Assistance to Displaced Businesses, Nonprofit Organizations” (for URA)*

<https://www.hudexchange.info/programs/relocation/publications/>

*Remove from Notice before distributing to Tenant*

NOTES

\* Title VI of the Civil Rights Act of 1964 requires agencies to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency. HUD guidance is available at 72 FR 2732 to assist agencies in complying with this requirement. While the text provided regarding language assistance is not required and is provided for illustrative purposes only, providing appropriate translation and counseling for persons who are unable to read and understand required notices is mandatory. See 49 CFR 24.5.