**SAMPLE NOTICE OF PROPERTY ACQUISITION & REHABILITATION**

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

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

Date: Apt. #

Street Address:

City, State, Zip Code:

Dear :

On (*date)*, *(property owner)* submitted an application to the Georgia Dept of Community Affairs for funding under the Tax Credit program. The proposed project involves *(acquisition, rehabilitation, demolition and/or conversion)* of the property located at (*address)* . However, if you choose to occupy this property subsequent to the application, as a new tenant you ***may not*** be eligible for relocation payments or assistance.

This notice is to inform you of the following information **before you enter into any lease agreement and/or occupy the property located at the above address**:

* You may be displaced by the project.
* You may be required to relocate temporarily.
* You may be subject to a rent increase.
* You may not be entitled to any relocation payments or assistance provided under the DCA Relocation Assistance requirements. If you have to move or your rent is increased as a result of the above project, you will not be reimbursed for any such rent increase or for any costs or expenses you incur in connection with a move as a result of the project.

Please read this notification carefully prior to signing a rental agreement and moving into the project. If you should have any questions about this notice, please contact:

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

Once you have read and have understood this notice, please sign the statement below if you still desire to lease the unit.

Sincerely,

*(Name and title)*

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

I have read the above information and understand the conditions under which I am moving into this project.

Print Name of Tenant(s)

Signature(s)

Address and Unit Number

Date