



**Missouri Housing**  
Development Commission

# Relocation

HUD Programs

[MHDC.com](http://MHDC.com)

# Relocation Requirements

- Policy guides and sample forms are available on the MHDC website at: <https://mhdc.com/programs/hud-programs/relocation-requirements/>
- Four stages of relocation process
- Focus of today's presentation is Stage 1, the Application Phase



# Relocation Requirements

- Required Application Documentation
  - **Seller Certification (FIN-305)**
  - **Acceptance of MHDC Relocation Policy Form**
  - **Relocation Plan**
  - **Tenant List**
  - **Sample Notices**
  - **Professional Appraisal – If Required**
    - Determined by MHDC on a case-by-case basis

*\*Documentation is required if the potential for relocation exists, regardless of ownership of property at application submission.*

# Relocation Requirements

- Relocation Plan
  - Must include ALL of the following elements:
    - **Detailed Description of the Anticipated Relocation Process**
    - **Timeline for Relocation Activities**
    - **Relocation Budget**
    - **List of Each Building to be Renovated with Street Addresses**
    - **Description of Available Resources to be Used**
      - Include information on the supply of affordable replacement housing in the area, when permanent relocation or temporary off-site relocation is necessary
      - Identify any social and/or supportive service agencies that will be given as referrals to tenants

# Relocation Requirements

- Relocation Plan (Cont.)
  - Must include ALL of the following elements:
    - **Last Resort Housing Measures**
      - Description of what measures will be taken to help displaced persons who may be hard to house because of family size, economic status or social problems
      - Provide information on any households who may require the use of “last resort housing measures” in order to provide them with the required replacement housing
    - **Description of Services to be Provided to Tenants during Relocation Process**
    - **Organization and Contact Person for Relocation Process**
      - Include contact information
      - Clarify if tenants will have a different contact person than MHDC
    - **Description of Records Maintenance**
      - What relocation records will be kept and for how long

# Relocation Requirements

- Tenant List
  - Must include ALL of the following elements:
    - **Family Name**
    - **Unit Address**
    - **Number in Household**
    - **Current Rent Amount**
    - **Rental Assistance Amounts (if any)**
    - **Gross Annual Income**
    - **Race/Ethnicity Information**

# Relocation

- Copies of Sample Notices
  - **General Information Notice (GIN)**
    - Should be sent to ALL occupants, whether they will need to make any kind of move or no move at all
  - **90-Day and 30-Day Notices**
    - 90-Day Notice is not mandatory, but should be sent to tenants whenever possible
    - 90-Day Notice should state the specific date by which the property must be vacated OR specify the earliest date by which the occupant may be required to move
    - If you gave the specific date by which the property must be vacated in the 90-Day notice, the 30-Day notice is not necessary
    - If you did NOT give the specific date in the 90-Day Notice, you will need to send the vacate notice at least 30 days in advance for all temporary relocations

# Relocation

## Issues and Resolutions

- MHDC reviews all Relocation documents
  - Address any concerns with MHDC staff-Lauren Guminger
  - [Lauren.Guminger@mhdc.com](mailto:Lauren.Guminger@mhdc.com)
- If development is approved:
  - MHDC will inform the development's relocation contact of any missing or incorrect relocation items
  - **Timely corrections and submittals are critical to the relocation process**



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