



Checklist of Documentation Required for Relocation Activities

Federal Uniform Relocation Act (URA) and

MHDC's General Relocation Assistance Policy

Stage 1 - Initial Application Package

The following documents must be submitted with your initial application, whether the development involves only temporary and/or permanent displacement of tenants:

- Signed Seller Certification (MHDC Form FIN-305 – Exhibit "A" to the relocation plan)
- Signed 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.**

See following pages for details on each document's requirements.



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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*
- Last Resort Housing Measures
 - *Describe what measures will be taken to help permanently 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 the “last resort housing measures” in order to provide them with the required replacement housing*
- Description of Services to be Provided to Tenants during the 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
 - *Describe what relocation records will be kept and for how long*



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Tenant List – Must include **all** of the following elements:

- Family Name
- Unit Address
- Number in Each Household
- Current Rent Amount
- Rental Assistance Amounts (if any)
- Gross Annual Income
- Race/Ethnicity Information

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*



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If Application is Approved:

- MHDC reviews all relocation documents
- 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
- Requested documentation must be submitted prior to the acceptance of the Conditional Commitment for MHDC funding

Questions or concerns regarding Relocation Activities may be directed to Lauren Guminger, HUD Programs Administrator, via email at lauren.guminger@mhdc.com or by phone at (816) 800-8893.