

Checklist of Required Relocation Documentation

Stage 1 – Initial Application Package & Relocation Plan

The documents listed below must be submitted with the initial application for funding, whether the development involves only temporary relocation or permanent displacement of tenants. All documentation listed for Stage 1 is required if the potential for relocation exists, regardless of ownership of property or current site control at the time of application submission.

Initial Application Package

Completed and signed Acceptance of MHDC Relocation Policy Form

Current Tenant List

- *Must be dated within 30 days of application submission.*
- *For each household, the tenant list must contain: Family Name, Unit Address, Family Size, Current Rent Amount, Rental Assistance Amount (if applicable), Annual Income, Race/Ethnicity Information.*

Drafts of Tenant Notices

- *Templates for all tenant notices are available on the Relocation Requirements page of the MHDC website.*
- **General Information Notice (GIN)** for all tenants.
- **30-Day Notice/Notice of Non-Displacement** for temporary relocation.
- **90-Day Notice/Notice of Eligibility** for permanent displacement.

Audited financial statements for the property covering the three most recent years

- *Only required if there is an identity of interest between the applicant and current ownership entity.*

Relocation Plan Checklist – must include all of the following elements:

Description of the Anticipated Relocation Process

- *Provide a detailed description of the overall relocation needs of the residential tenants, businesses, farms, or nonprofit operations that may be displaced by the MHDC- assisted activities or required to relocate temporarily. Include a detailed description of how those needs will be met.*

Timeline for Relocation Activities

- *Provide a projected timeline for fully meeting the described relocation needs, including anticipated dates for tenant advisory services, temporary moves, and development completion.*

Itemized Relocation Budget

- *Include anticipated costs for tenant moves, packing materials and/or labor, **and** a disclosure of the amount budgeted allocated for a relocation consultant/coordinator/project manager.*

List of Each Building to be Renovated with Street Addresses

- *Use this section to identify any specific building names or numbers used by property management, in addition to a description of any phases planned for the relocation activities.*

Description of Available Resources to be Used

- *If permanent displacement or temporary off-site relocation is necessary, include information on the supply of affordable replacement housing in the development area.*
- *Identify any social and/or supportive services to be provided to tenants. Is the development requesting any set-aside preferences?*

Stage 1 Relocation Plan continued on page 2

Last Resort Housing Measures

- *Describe what measures will be taken to help permanently displaced tenants who may be hard to house for reasons including, but not limited to, family size, economic status or social problems.*
- *Provide information on any households who may require the use of the “last resort housing measures” to provide them with the required replacement housing.*

**Use of the last resort housing provision is required where an owner- occupant or tenant cannot otherwise be appropriately housed within the monetary limits set by the URA. This is a common situation in high-cost housing areas or with very low-income tenants who do not live in subsidized housing at the time of displacement.*

Description of Services to be Provided to Tenants during the Relocation Process

Organization/Company Name and Contact Person for Relocation Process

- *Contact information should match what is provided in the Acceptance of MHDC Relocation Policy Form.*
- *Clarify if tenants will have a different relocation contact person than MHDC.*
- *Identify the Development Team’s relocation consultant/coordinator/project manager, if applicable, and provide the contact information that will be provided to tenants.*

Description of Records Maintenance

- *Describe what relocation records will be kept and for how long.*
- *Records must be kept, at a minimum, for three years past the latest of: payments for relocation and acquisition for the development have all been made; the date the development was completed; or the date by which all issues resulting from litigation, negotiation, audit, or other actions have been resolved.*

Any missing or incomplete Stage 1 relocation documentation may result in delays in application approval and/or funding reservations.

Stage 2 – Firm Submission

The following documents must be included in the firm submission package, whether the development involves only temporary relocation or permanent displacement of tenants, or if tenants will only be required to move once into a renovated unit.

Firm Submission Checklist

Proof of General Information Notice (GIN) Delivery to All Tenants

- *Acceptable proof of delivery includes tenant signatures (with date and unit number), and certified mail receipts from USPS. Whenever possible, the GIN should not be posted on unit doors.*

Updated Relocation Plan, if needed

- *Only provide an updated Relocation Plan if substantial changes have been made regarding the anticipated timing or process of relocating tenants.*

Updated Tenant List

- *Must be current (within 30 days) of the date of firm submission.*
- *Must include the same information required for each household as the Stage 1 Tenant List.*

Copies of Completed and Signed Move-In Notice to Prospective Tenant (MHDC FIN-310 Form)

- *Must be issued to all new tenants moving into the property from the date of conditional funding reservation. This Notice should not be issued to any tenants who were already residents of the property before the application for funding was approved.*

List of Tenants Evicted for Cause Since Application Submission

- *Include supporting information from the property management company and any court documentation.*

Stage 2 Firm Submission continued on page 3

List of Tenants who are Severely Cost Burdened

- Households spending more than 50% of gross monthly income on housing are severely cost burdened.

List of Tenants who will be Over-Income After Building Rehabilitation

- *Indicate if any households will not qualify to stay at the property based on their income certification for any rental subsidy program.*

Any missing or incomplete Stage 2 documentation may result in delays in the issuance of a firm commitment and/or development closing.

Stage 3 – Ongoing Reporting, Construction Period

The following documents must be submitted throughout the construction phase of the development until all tenant movement is completed.

Ongoing Reporting, Construction Period Checklist

Proof that Advisory Services (individual tenant interviews or group community meetings) have been provided

- *Advisory Services are required to provide tenants with information about the timing and process of their relocation that may not have been explained in the General Information Notice (GIN).*
- *Advisory Services must be provided to tenants no later than 30 days after the development's initial closing.*
- *Provide a meeting agenda with relocation topics covered and a sign-in sheet, with unit numbers, to document which tenants participated. These meetings are optional for tenants, but they must be given advanced notice and the opportunity to attend.*

Copies of any Move-In Notices to Prospective Tenant (MHDC FIN-310 Form) completed after the firm submission (From Stage 2)

- *Must be issued to all new tenants moving into the property from the date of conditional funding reservation. This Notice should not be issued to any tenants who were already residents of the property before the application for funding was approved.*

Proof of Delivery for 30-Day Notice/Notice of Non-Displacement

- *Tenants who will need to relocate temporarily, or who will only need to make one move into a renovated unit, should be issued the Notice of Non-Displacement. This notice may be combined with the 30-Day Notice informing them of the date and location of their move.*
- *Acceptable proof of delivery for the 30-Day Notice/Notice of Non-Displacement includes tenant signatures (with date and unit number), and certified mail receipts from USPS. Whenever possible, tenant notices should not be posted on unit doors.*

Documentation of any Permanently Displaced Households

Proof of Delivery for the combined 90-Day Notice/Notice of Eligibility

- *The 90-Day Notice/Notice of Eligibility should state the specific date by which the property must be vacated OR specify the earliest date by which the permanently displaced occupant may be required to move.*
- *Acceptable proof of delivery for the 90-Day Notice/Notice of Eligibility includes tenant signatures (with date and unit number), and certified mail receipts from USPS. Whenever possible, tenant notices should not be posted on unit doors.*

List of Tenants Who Elect the Fixed Payment Option Rather than Reimbursement of Actual Moving Costs

Comparable Housing Units documentation

Calculation of Replacement Housing Payment documentation

HUD Form #40058 - Claiming Rental Assistance or Down-Payment Assistance for Permanently Displaced Tenants

HUD Form #40061 - Detailing How the Most Comparable Unit was Determined for the Permanently Displaced Tenant

Proof that all tenant moves (temporary relocation, permanent displacement, or one move to a renovated unit) were to dwelling units that are Decent, Safe, and Sanitary

- *Unit inspections are required to be signed by the Development Team member completing the inspection and the tenant moving into the unit.*

Documentation of any tenant who chooses to permanently move out voluntarily

- *Explain the circumstances and demonstrate that the tenant was provided with all required relocation information. Provide a Final Account Statement or other move-out documentation from the property management.*

Copies of All HUD Forms #40054

- *Completed to show that tenants were reimbursed for eligible moving expenses, if owner/developer did not cover these expenses.*

Non-Residential Relocation Documents (if applicable)

- *HUD Form #40055 – Claiming Actual Moving Expenses*
- *HUD Form #40056 – Claiming the Fixed Payment in Lieu of the Actual Moving Expense Payment*

Stage 4 – Development Completion

The following documents should be submitted as soon as possible at development completion. Relocation must be signed off on as complete by MHDC Staff for loan conversion and/or issuance of Form 8609.

Development Completion Checklist

Additions, Corrections or Revisions to Any of the Above Documentation

Final List of All Tenants Occupying the Rehabilitated Property

- *Must include the same family and demographic information required for each household as the Stages 1 & 2 Tenant Lists.*

Final List of All Permanently Displaced Tenants

- *Include the post-rehabilitation address of the tenant and list all permanent relocation benefits provided.*

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