



# Checklist of Documentation Required for Relocation Activities

Federal Uniform Relocation Act (URA) and

MHDC's General Relocation Assistance Policy

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## Stage 1 - Initial Application Package

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

- 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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## Stage 1 - Initial Application Package

**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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## Stage 2 – FIRM Commitment Submission

The following documents must be included with your firm submission, whether the project involves only temporary and/or permanent displacement of tenants:

- **Updated General Information Notice (GIN)**
- **Proof that GIN has been Delivered to all Residents** 
  - *Should be sent to ALL occupants, regardless of current status and whether they will need to make any kind of move or no move at all*
  - *Provide either signed return receipts from certified mail delivery or a sign-off sheet proving that each tenant received the notice*
- **Updated Relocation Plan** – Including 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
  - Last Resort Housing Measures
  - Description of Services to be Provided to Tenants during the Relocation Process
  - Organization and Contact Person for Relocation Process
  - Description of Records Maintenance
- **Updated Tenant List** – Must be current at time of FIRM Submission



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## Stage 2 – FIRM Commitment Submission

- **Proof that Tenant Interviews/Community Meetings for Relocation Process have taken place** 
  - *Include a meeting agenda and/or what topics were covered*
- **Sign-In Sheet (with unit numbers) for Who Participated in Tenant Interviews/Meetings**
- **Copies of Tenant Notices for New Move-Ins (MHDC Form FIN-310)**
- **List of Tenants Who Have Been Evicted for Cause Since Application Submission to MHDC** 
  - *Include supporting information such as documentation from the court*
- **List of Tenants Who May be Over-Income or Rent-Burdened After the Rehabilitation** 
  - *A household is rent-burdened if their rent is more than 30% of their average gross monthly income*
- **Documentation of Permanently Displaced Households (if applicable)** 
  - List of Tenants Who Elect the Schedule Payment Option Rather than the Actual Moving Costs
  - Copy of Notice of Eligibility for Relocation Assistance (Exhibit G) with Proof of Delivery
  - Copy of 90-Day/30-Day Notice with Proof of Delivery
  - Documentation Identifying Comparable Housing Units
  - Documentation on the Calculation of the Replacement Housing Payment



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### Stage 3 – Ongoing Reporting

The following documents should be submitted periodically during the construction phase of the development:

- **Any Additions, Corrections or Revisions to Any of the Above Documentation**
- **Copies of All HUD Forms #40054 (if applicable)** 
  - *Completed to show that tenants were reimbursed for eligible moving expenses, if owner/developer did not cover the expenses*
- **Proof that ALL moves (temporary and permanent) were in Units that Meet Housing Quality Standards** 
  - *Unit inspections are required to verify that all temporary and permanent units are decent, safe and sanitary*
- **Documentation on Any Tenant who Chooses to Move Voluntarily** 
  - *Explain the circumstances and demonstrate that the tenant was provided with all required relocation information*
- **Documentation of Permanently Displaced Households (if applicable)** 
  - HUD Forms #40058 – Claiming Rental Assistance or Down-Payment Assistance for Permanently Displaced Tenants
  - HUD Forms #40061 – Detailing How the Most Comparable Unit was Determined for the Permanently Displaced Tenants
- **Non-Residential Relocation Documents (if applicable)** 
  - HUD Forms #40055 – Claiming Actual Moving Expenses
  - HUD Forms #40056 – Claiming the Fixed Payment in Lieu of the Actual Moving Expense Payment
- **Report Detailing any Circumstances that Might be Problematic During the Relocation Process**



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### Stage 4 – Development Completion

The following documents should be submitted within 30 days of development completion:

- **Final List of All Tenants Occupying the Rehabilitated Property** – 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
  
- **Final List of All Permanently Displaced Persons** - Including all of the following elements:
  - Pre-Rehabilitation Address
  - Post-Rehabilitation Address
  - List of What Permanent Relocation Benefits were Provided

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