

General Information Notice
Residential Tenant – Not Displaced – GUIDE

(date)

Dear _____,

(city, county, state, Public Housing Authority, other) , is interested in rehabilitating the property you currently occupy at (address) for a proposed project which may receive funding assistance from the Missouri Housing Development Commission Rental Housing Production Program.

The purpose of this notice is to inform that you will **not** be displaced in connection with the proposed project.

If the project application is approved and state financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.

If state financial assistance is provided for the proposed project, you will be protected by the provisions in the Missouri Revised Statutes Chapter 523.205. You will also have the right to appeal the relocation assistance determination, if you feel that your application for assistance was not properly considered.

Any person seeking relocation payment will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

We urge you not to move at this time. If you choose to move, you will not be provided with a relocation payment.

Please remember:

- **This is NOT a notice to vacate the premises.**
- **This is NOT a notice of relocation payment eligibility.**

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact (name) (title) at (address) or (phone number).

Sincerely,

(name and title)

NOTES:

1. The case file must indicate the manner in which this notice was delivered – personally served or certified mail with return receipt – and date of delivery.
2. This is a guide and should be revised to reflect the circumstances.