

General Information Notice – GUIDE  
Residential Tenant – Not Displaced

Grantee or Agency Letterhead

(date)

Dear \_\_\_\_\_,

(City, County, State, Public Housing Authority, Other) is interested in rehabilitating the property you currently occupy at (address) for the proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME Program.

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

If the project application is approved and federal 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 you 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. *Under HOME at 24 CFR 92.353(c)(2)(C)(1):* “your new lease will be for a term of not less than one year at a monthly rent will remain the same or, If increased, your new monthly rent and estimated average utility costs will not exceed: (1) If you are low income, the total tenant payment as defined by HUD (*under 24 CFR 5.628*) or (2) 30% of the monthly gross household income, if you are not low income.”

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in

connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

**NOTE: Pursuant to Public Law 10-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent or child. All persons seeking relocation assistance 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 relocation assistance.

Please remember:

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation 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 \_\_\_\_\_,

Address \_\_\_\_\_, Phone \_\_\_\_\_.

Sincerely,

Name and Title \_\_\_\_\_.

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NOTES:

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