

Notice of Eligibility for Relocation Assistance
Nonresidential – GUIDE

Grantee or Agency Letterhead

(Date)

Dear _____,

On (date), we notified you of our proposed project and that your (business, nonprofit organization or farm) located at (address) may be displaced as a result of that project. On (date), the project was approved and will be receiving funding assistance from the Missouri Housing Development Commission (MHDC) under MHDC’s Rental Housing Production program. **It has been determined that your (business, nonprofit organization or farm) will be displaced by the project.** Since your (business, nonprofit organization or farm) is being displaced in connection with this MHDC funded project, you will be eligible for relocation assistance and payments under the Missouri Revised Statutes, Chapter 523.205.

- **This is your Notice of Eligibility for relocation assistance**

NOTE: Pursuant to Public Law 105-117, 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.

To carry out the project, it will be necessary for you to move. However, **you do not need to move now.** You will be provided written notice of the date by which you will be required to move. This date will be no less than 90 days from the date of such notice.

Some of the relocation assistance you are entitled to under the Missouri Revised Statutes include:

Payment for Moving and Reestablishment Expenses – You may be eligible for either:

1. A payment for your actual reasonable moving and related expenses with an additional payment for reestablishment expenses of up to \$10,000, or
2. A \$3,000 fixed moving payment with an additional payment for reestablishment expenses of up to \$10,000

Referral to a Suitable Replacement Site Location – Referrals should be sent concurrently with this Eligibility Notice – *so you may provide a referral address in this paragraph or refer to a referral list attached to this letter*

If you have any questions about this letter and your eligibility for relocation assistance and payments, please contact (name) (title) at (phone number) or (address).

Remember, do not move or commit to the purchase or lease of a replacement location before we have a chance to further discuss your eligibility and conditions of your relocation assistance payment. This letter is important to you and should be retained.

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 the date of delivery.
2. This is a guide and should be revised to reflect the circumstances.