

General Information Notice
Nonresidential Tenant To Be Displaced – GUIDE

Grantee or Agency Letterhead

(date)

Dear _____,

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

The purpose of this notice is to inform you that your (business, nonprofit organization or farm) **may** be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under the Missouri Revised Statutes, Chapter 523. You may be eligible for relocation assistance and payments under the Missouri Revised Statutes if you are displaced as a result of acquisition, rehabilitation or demolition for the proposed project.

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

If you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1. A written notice of relocation eligibility to be given concurrently with a referral to a suitable replacement site; 2. At least 90 days advance written notice of the date you will be required to vacate the premises; 3. Payment for your moving and reestablishment expenses. You 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 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.

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

This is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact (name) (title) , at (address) or (phone number) .

Sincerely,

(name and title)

NOTES:

1. The case file must indicate the manner in which the 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.