Click or tap to enter a date.

\*Insert Name of Displaced Person(s)\*

\*Insert Address of Displacement\*

\*City, State and Zip\*

RE: CRS: \*C/R/S\*

PCL:      -

PID#:

Dear \*Insert Name of Displaced Person(s)\*:

Our Agency intends to purchase all or part of the property that you presently occupy; therefore, you are eligible for certain benefits provided for under the Relocation Assistance Program for which you qualify. The following is a list of those benefits to which you may be entitled.

First, you may be eligible for assistance in purchasing a replacement home. The maximum amount of that assistance is limited to the difference between the sales price of a comparable home and the final acquisition price of the home that you presently occupy. In order for us to calculate your offer, your current home must be appraised, and a comparable home must be located. After a comparable property is found we will contact you to schedule a Replacement Housing Offer where we will present you with the maximum amount of your financial assistance and inform you of the comparable home’s location.

If you so desire, I will supply you with referrals to potential replacement sites which are available on the open market and could provide you with transportation to view the units. However, you should not agree to purchase a replacement home until the Replacement Housing Offer is presented to you. If you purchase a home before receiving your offer you risk spending more or less than you would be eligible to receive. Furthermore, do not agree to purchase or rent a replacement home until that home has been inspected and approved by our Agent. If you purchase or rent a replacement home before our Agency has inspected and approved it, you will jeopardize your benefits.

Second, you maybe eligible for reimbursement of certain expenses normally paid for by a buyer and related to the purchase of a replacement home.

Third, if you have a mortgage in place on your current residence, and the mortgage has been in existence for at least 90 days prior the date of this notice, you may be eligible to receive a reimbursement for increased interest costs associated with a new mortgage at your replacement site.

Fourth, you will be reimbursed for the actual, reasonable and necessary expenses incurred in moving your personal belongings and furniture to your replacement dwelling.

By law, we must provide you with at least 90 days written notice before you can be required to move. This notice will be incorporated into the Replacement Housing Offer and will be presented to you once the acquisition price of your home has been established and a comparable property has been located. Again, do not move without written authorization to do so, or before the noted inspection has been performed, or you may jeopardize your eligibility for Relocation Assistance benefits.

If you are an “alien,” not lawfully present in the United States, you are not eligible to receive relocation advisory services or relocation payments, unless such ineligibility would result in exceptional or extreme hardship to a qualifying spouse, parent or child.

I will exert my best efforts to assist you during the move to a replacement site. A Residential Relocation brochure has been given to you and the specific parts that apply to your situation have been explained. If you have any questions, or if I can be of further service, please do not hesitate to contact me. I can be reached at the addresses and telephone number listed below.

Respectfully,

\*Insert Name of Relocation Agent\*

\*Insert Agents Phone Number\*

\*Insert Agents E-mail Address\*

\*Insert Agents Address\*

\*City, State and Zip\*

I acknowledge receipt of this notice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Signature of Displaced Person: Date: