**Instructions for Completing the RE-119**

**Relocation Status Report**

**August 9, 2011**

DATA FIELDS

**Parcel Number:** List each occupied parcel by number and letter suffix as it appears on the project log and plans.

**Use of Building Type of Occupant:** Use of the building is dwelling, business, farm, non-profit organization or personal property only. Type of occupant is owner, tenant, property management tenant or illegal occupant. Add a short description of the type of family unit or business operated on a non-residential displacement.

**Name & Address of Occupant:** Enter the name of the head of the family or business as applicable and the complete address of the acquired site.

**F.M.V.E. Offer Date:** Enter the date of the first FMVE offer to the fee owner.

**Relocation Offer Date:** Enter the date and the amount of the Relocation Assistance offer to the occupant.

**Signing or Filing Date:** As applicable, enter the date the parcel was closed or the date the appropriation deposit was made. Add the suffix (S) for signed parcels and (F) for filed appropriations.

**30 Day Notice Expires:** Enter the date the 30 day notice expires/expired.

**Moving Date Est. (E) or Actual (A):** Enter the estimated (E) date that the occupant expects to vacate the parcel or the Agency has a contractual agreement specifying a firm move date. If the occupant has vacated the parcel indicate that by using the suffix (A) after the date.

**Comments: Provide the replacement housing address and current relocation status. Be detailed in your description of the parcel's status and any issues affecting the Displaced Person's relocation. When will the parcel be cleared?:** When the occupant has definitely secured a replacement site, list the location of that site. Include any relevant remarks concerning the actual or proposed vacation date which may affect the right of way certification. Include specific information (names, dates, contact information, etc.) that will help the reader understand clearly the situation and any remaining steps in the final relocation of the Displaced Person.

**NOTE:** The RE-119 may be used as the project’s “Exhibit C” for R/W clearance certification when the project is to be conditionally cleared. If the Agency choses to use the RE-119 in this fashion they should indicate that use by adding the words “Exhibit C” to the top of the form. The Agency should also remove any parcels that are cleared so the final Exhibit C only shows those parcels where the Displaced Person has not completed their relocation.