

<p><b>GUIDEFORM GENERAL NOTICE</b>  <b>RESIDENTIAL TENANT TO BE DISPLACED</b></p>
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*Grantee or Agency Letterhead*

*(Date)*

Dear \_\_\_\_\_:

The City of \_\_\_\_\_ is interested in acquiring the property you occupy at *(address)* \_\_\_\_\_, for the *(project)* \_\_\_\_\_. This notice is to inform you of your rights under Federal law. If the City acquired the property and you are displaced for the project, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. However, do not move now. This is not a notice to vacate the premises. You should continue to pay your monthly rent to your landlord because failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a new unit before receiving formal notice of your eligibility for relocation assistance. If you move or are evicted before receiving such notice, you may not receive any assistance. Please contact us before you make any moving plans.

If the City acquires the property and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement house. This assistance is more fully explained in the enclosed brochure, "Relocation Assistance to Tenants Displaced from Their Homes."

If for any reason any other persons move into this unit with you after this notice, your assistance may be reduced. If you have any questions, please contact: \_\_\_\_\_ *(name)* \_\_\_\_\_, *(title)* \_\_\_\_\_, at *(phone)* \_\_\_\_\_, \_\_\_\_\_ *(address)* \_\_\_\_\_.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the City decides not to purchase the property, you will be notified in writing.

Sincerely,

*(name and title)*

Enclosure

NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. This is a guide form. It should be revised to reflect the circumstances.