
Uniform Relocation Act Sample Forms and Notices

*THE FOLLOWING SAMPLE FORMS MEET THE DEFINITION OF
A “VITAL DOCUMENT”
UNDER THE LIMITED ENGLISH PROFICIENCY (LEP) REQUIREMENTS.
FOLLOW YOUR LEP PLAN REGARDING TRANSLATING THESE FORMS.*

- Voluntary Sale Disclosure
- Seller’s Acknowledgment - Receipt of Appraisal
- Existing Tenant Survey
- General Information Notice
- Notice To New Tenant(s)
- Verification of Tenant Vacating
- Notice of Eligibility for Relocation Assistance
- Notice of Non-Displacement
- Notice To Temporarily Vacate
- Notice to Vacate
- Certification of Eligibility for Relocation payments and Services – **Individuals**
- Certification of Eligibility for Relocation payments and Services - **Businesses**

VOLUNTARY SALE DISCLOSURE

Must be completed prior to or at the time a purchase offer is made.

This is to inform _____ [The Seller] that
_____[The Buyer] would like to purchase the
property located at

_____[Property Address]

The Buyer is prepared to pay \$_____ for clear title under the conditions described in the attached purchase and sales agreement. Because federal funds are anticipated in the purchase of this property, Uniform Relocation Assistance and Real Property Acquisition Policy Act (URA) requires the buyer to disclose the following:

1. This sale is voluntary. The person or agency acquiring this property does not have the power of eminent domain and, cannot acquire the property if negotiations fail to result in an amicable agreement.
2. Based upon the proposed purchase price, the fair market value of the property is estimated to be \$_____.

Upon acceptance of the purchase offer, the property will be appraised. A copy of the appraisal is provided to the seller. If the appraised value differs from the purchase offer, the seller has the right to withdraw from the proposed sale.

4. Since the purchase is voluntary and is considered an arm's length transaction, the seller is not eligible for relocation payments, other assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), and any other law or regulation.
5. That if the property (or unit in the property) is rented between the time the purchase offer is accepted and the sale closes, the seller/seller's agent must provide written notice to the new tenant(s) that the property is under contract for sale, and that the tenant may be required to vacate the property prior to the closing date, and that such tenant will not be eligible to receive relocation assistance under the URA. The written notice must be dated prior to the signing a lease and/or the property is occupied. The notice must have the signature of the seller/seller's agent and the new tenant(s).

Please list all persons that occupied the property for the 90 days prior to the date on the purchase agreement (include all residential and/or commercial tenants)(Attach additional information to this form if needed):

Name(s)	Dates of Occupancy	Owner (O) or Tenant (T)

Explain the circumstances surrounding all move from the property within the past 90 days.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

I hereby acknowledge I have received a copy of this Sale Disclosure Notice and will abide by the terms stated herein. I understand this sale is voluntary.

Owner(s)

Date

**Seller's Acknowledgment
Receipt of Appraisal**

Must be signed prior closing

I, _____ hereby acknowledge I have received a seller(s) name here copy of the original appraisal for property located at: _____ property address	
I wish to continue with the sale of the property according to the terms of the Purchase Offer and will abide by the terms stated in the Voluntary Sales Disclosure.	
I understand and agree the proposed sale of this property is voluntary.	
_____	_____
Signature of Seller(s)	Date

Existing Tenant Report

This survey should be completed by project management and include all units and tenants. This report must be submitted with HOME application and updated/submitted to IHFA on a monthly basis for the life of the project.

Owner's Name _____ **Property Name** _____ **Address** _____

Management Company _____ **Address** _____

Contact Name/ Phone Number _____ **Number of Units** _____

UNIT NO.	SIZE	NUMBER OF ADULTS IN UNIT	NUMBER OF CHILDREN IN UNIT	NAMES OF ALL RESIDENTS LIVING IN UNIT	DATE OF INITIAL OCCUPANCY	SECTION 8 YES/NO	ANNUAL HOUSEHOLD INCOME	30% OF MONTH INCOME	*CURRENT RENT

Exhibit O:

		A	C						

Date: _____

Sample

General Information Notice (GIN)
IMPORTANT! THIS IS NOT A MOVE-OUT NOTICE.

Dear Tenant:

On _____, _____ entered into an agreement with _____ to
(date) (buyer's name) (seller's name)
purchase the property you occupy at _____.
(tenant address)

When the negotiations are complete and the sale of the property is final, certain improvements may be made to your unit. Because part of the funding for acquisition and improvements may come from federal sources, this notice is required and is to inform you of your rights under federal law.

If, when the new owner acquires the property, you are required to move out of the entire project, you may be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If the property is acquired and you required to move from the entire property, and are eligible for relocation assistance, you will be notified of advisory services, which will include referrals to replacement housing.

If you are required to move from the entire property a 90-day advance written notice of the date you will be required to move out will be issued.

If you are required to move from the property, you may receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement home.

If anyone moves in with you after you've received this notice, your assistance may be reduced.

AGAIN, YOU ARE URGED NOT TO MOVE OUT OR SIGN AN AGREEMENT TO PURCHASE OR LEASE A NEW UNIT BEFORE YOU RECEIVE A FORMAL NOTICE OF YOUR ELIGIBILITY FOR RELOCATION ASSISTANCE. IF YOU DO, YOU MAY NOT RECEIVE ASSISTANCE.

You should continue to pay your monthly rent and meet all other tenant obligations. Failure to do so may be good cause for eviction and a loss of relocation assistance.

I understand this is not a notice to vacate the unit.

Please contact _____ before you make any moving plans.
(contact person, telephone #)

Exhibit O:

I have received this notice. **All tenant signatures are required**

Tenant(s) Signature required

Date

Manager/Owner/Agent

Date

**Sample
Notice To New Tenant(all tenants should receive and sign a notice)**

On (date) , (buyer) entered into an agreement with (seller) to purchase the property located at (address) . Part of the funding may come from federal sources.

The tenants in residence at the time the agreement was signed are protected by Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA). However, as a new tenant, you would not be eligible for relocation benefits.

This notice is to inform you before you enter into any lease agreement and occupy a unit at the above address:

- You may be displaced.
- You may be required to relocate temporarily.
- You may be subject to a rent increase.
- You will not be entitled to any relocation benefits provided under the URA. If you have to move or your rent is increased, you will not be reimbursed for any expenses incurred by you in connection with the move.
- If it is necessary for you to move permanently from the site, you will be given 90 days advance written notice.

Please read this carefully before signing a rental agreement and/or moving into this property. If you have any question, please contact _____ at _____.

This letter is important and should be retained.

Sincerely,

Tenant

Date

SAMPLE
VERIFICATION OF TENANT VACATE NOTICE
(Move-Out Verification Notice)

Important! Tenant Signature required

Manager's Name: _____

Property Address: _____

Tenant's Name: _____

Tenant's Apartment Address: _____

Date Moved In: _____ Date Moved Out: _____

Tenant To Complete the Following:

Tenant's Name: _____

New Address: _____

New Phone Number: _____

Briefly explain why you are moving:

I have received a copy of the Tenant Assistance Policy and understand my rights under the Uniform Relocation Act. I further understand that I am moving from this project of my own free will.

Tenant Signature

Date

Owner/Manager Signature

Date

SAMPLE

Notice of Eligibility for Relocation Assistance

Dear Tenant:

On (date), you were notified of the possible plans to (identify project). On (date) this project was approved. This is a notice of eligibility for relocation assistance.

To carry out the project, it is necessary for you to relocate. However, you do not need to move now. When it is required, you will receive a written notice at least 90 days in advance of the move out date. At that time you are entitled to relocation payments and other assistance in accordance with the Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).

The effective date of this notice is (date of closing of Regulatory Agreement). You are now eligible for relocation assistance, including:

Counseling and Other Advisory Services

Payment for Moving Expenses. You may choose either (1) a payment for your actual reasonable moving and related expenses, or (2) if you prefer, a fixed payment of \$_____ based upon a schedule established by the Department of Transportation.

Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. This payment is based on several factors, including the cost of a "comparable replacement home," the monthly rent and average utility costs for your present home, and 30 percent of your average gross household income.

Sincerely,

[Please note this is a Guide form. It must be revised to reflect the circumstances of the project]

Sample
Notice of Non-Displacement

Dear Tenant:

On ___ (date) ___, ___ (buyer) ___ entered into an agreement with ___ (seller) ___ to purchase the property you currently occupy at _____ (address) _____. When negotiations are complete and the sale is final, certain improvements may/will be made.

This notice is to inform you that **you will not be displaced from this project.** Therefore, you are urged not to move anywhere at this time. (If you elect to move for reasons of your own or are evicted for good cause, you will not be provided relocation assistance.)

You are be able to occupy your present apartment (or another suitable, decent, safe, and sanitary apartment in the same building). You must comply with standard lease terms and conditions.

If you are required move out of your apartment temporarily so that rehabilitation can be completed, suitable housing will be provided during that period of time. You will be reimbursed for reasonable additional expenses, including moving costs and any increase in housing costs.

Because federal funds are involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. If your rent is increased, your new rent (including the estimated average monthly utility costs) will not exceed 30% of the gross income of all adult members of your household.

Again, we urge you not to move. When the sale is final, please be assured we will make every effort to accommodate your needs. If you have any questions, please contact

This letter is important and should be retained.

Tenant

Date

Sample

Notice to Temporarily Vacate

Dear Tenant:

On (date) , (owner) will begin rehabilitation of the building you currently occupy at (address) . Part of the funding comes from federal sources. Because of this, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (the URA).

In order to complete the work, it is necessary for you to vacate your home for approximately (construction time) . We have identified a temporary location for you to reside during the rehabilitation. (Name, address, description of the temporary location) .

 (Owner) will make every effort to accommodate you during this time of rehabilitation. You will be reimbursed for all reasonable extra expenses including moving costs and any increase in housing costs during this time. When the work on your unit is complete, you will be able to re-occupy your apartment or another suitable, decent, safe, and sanitary apartment in the same building.

You will need to temporarily move from your apartment by (date) . (Owner) will contact you to help you arrange for your move. If you have any questions, you may contact _____.

Thank you for your cooperation.

Sincerely,

Tenant

Date

Sample Notice to Vacate

YOU DO NOT NEED TO MOVE NOW

(Owner) has purchased the building you occupy at (address). Part of the funding for the purchase came from federal sources. The Uniform Relocation Assistance and Real Property Acquisition Regulations for Federal and Federally Assisted Program (URA) requires that all tenants displaced by federally funded projects receive a written notice to vacate of not less than 90 days before they are required to move. You need to be out by _____.

We will make every effort to assist when you decide to move. If you are concerned about the date or you need any assistance in any way, please contact _____.

Sincerely,

Tenant

Date

Sample Certification of Eligibility for Relocation Payments and Services
Individuals

Instructions: To qualify for relocation advisory services or relocation payments authorized by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, a “displaced person” must be a United States citizen or national, or an alien lawfully present in the United States. The certification below must be completed to receive benefits.

(This certification may not have legal standing with regard to applicable State law providing relocation benefits.)

Your signature/signatures on this claim form constitutes certification.

The individual(s) listed below occupy/occupies the dwelling at

I _____, as head of household, hereby certify that all individuals are either United States citizens or nationals, or are aliens lawfully present in the United States.

For unrelated individuals, each individual by affixing their signature below certifies that they are either a United States citizen or national, or an alien lawfully in the United States.

_____ (Signature and Date)	_____ (Signature and Date)	_____ (Signature and Date)
_____ (Signature and Date)	_____ (Signature and Date)	_____ (Signature and Date)

**Sample
Certification of Eligibility for Relocation Payments and Services
Businesses**

Instructions: To qualify for relocation advisory services or relocation payments authorized by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, a “displaced person” must be a United States citizen or national, or an alien lawfully present in the United States.

The certification below must be completed in order to receive benefits. (This certification may not have legal standing with regard to applicable State law providing relocation benefits.)

Your signature/signatures on this claim form constitutes/constitute certification.

Select either Unincorporated or Incorporated

Unincorporated Businesses, Farms, or Nonprofit Organizations

The business, nonprofit organization, or farm, commonly known as _____

occupies the property at _____

For each **unincorporated** business, farm, or nonprofit organization, list each owner:

_____	_____	_____
_____	_____	_____
_____	_____	_____

I _____, as _____ of the business, nonprofit organization, or farm, hereby certify that all individuals are either United States citizens or nationals, or are aliens lawfully present in the United States.

(Signature and Date)

[May be signed by the principal owner, manager, or operating officer on behalf of other persons with an ownership interest.]

Incorporated Businesses, Nonprofit Organizations, and Farms

The business, nonprofit organization, or farm, commonly known as _____ occupies the property at _____

I hereby certify that the corporation listed above is authorized to conduct business in the United States.

(Signature and Date)

(Title)

This page intentionally left blank.