Notice to Tenants Who May be Displaced

[*Grant Recipient Letterhead*]

Date

[Address *of Tenant*]

Dear *Tenant Name*:

On *date*, *Property Owner* submitted an application to *Grant Recipient Name* for Community Development Block Grant funds to rehabilitate the **[**building **/** *residence*] which you occupy at *street address/apartment number.*

This notice is to inform you that, if the requested funding assistance is provided and the **[**residence] is rehabilitated, you may be forced to vacate the premises, either temporarily or permanently. Should this occur, you will be eligible for relocation assistance. This is **not** a notice for you to vacate the premises; you are urged <u>not to move</u> anywhere at this time for reasons having to do with the proposed rehabilitation. Should you elect to move for reasons of your own choice, you will not be provided any relocation assistance. Please contact us before you make any plans to move.

You should continue to pay your rent. Failure to meet your obligations as a tenant may be cause for eviction and loss of any potential relocation assistance. You are also urged not to sign any agreement to purchase or lease a new unit before receiving formal notice of your eligibility for relocation assistance.

If the application is approved and you become eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least a 90-day advance written notice of the date you will be required to move. You will also receive a payment for your moving and out-of-pocket expenses and may be eligible for financial assistance to help you rent or purchase a replacement house. This assistance is more fully explained in the enclosed brochure, *Relocation Assistance to Tenants Displaced from Their Homes.*

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. **By moving prematurely, you may waive your rights to relocation assistance which might otherwise be available to you**.

This letter is important and should be retained. If you have any questions concerning this project or your rights, please contact *Name, Title*, at *Address*, *Telephone Number*.

Sincerely,

Name, Title

Enclosure

Italic type = customize as appropriate

[/] = select the appropriate option