Notice to Tenants Not 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 building is rehabilitated, you will not be forced to vacate the premises or otherwise be displaced. Neither the property owner nor the **[**Grant *Recipient*] have any reason to believe that temporary or permanent relocation will be required as a result of the proposed rehabilitation work. You are urged *not to move* 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 should it become available.

If the application is approved, you will be able to lease and occupy your present **[residence /** *apartment, or another suitable, decent, safe and sanitary unit in the same building complex upon completion of the rehabilitation***]**. Of course, you must comply with standard lease terms and conditions.

Again, you are urged not to move at this time. You have certain rights to relocation assistance, if relocation is required as a result of the rehabilitation. **By moving prematurely, you waive your rights to such assistance**.

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

Italic type = customize as appropriate

[/] = select the appropriate option