RELOCATION INDIVIDUAL HOUSEHOLD FILE REQUIREMENTS

The following information must be included in the General Relocation File:

1. Displacement Policy
2. Demographic Profile of Tenants
3. General Correspondence
4. Tenant Occupancy Form
5. ODOC Monitoring Documentation

The following information on each person or household that is displaced as a result of project activities must be included in the files:

1. Copies of Notice (plus verification of receipt)
2. Income Data of Tenant or Business
3. Description of Relocation Payment Requirements
4. Documentation of Rent Determination
5. Temporary Relocation Documentation
6. Inspection of New Dwelling
7. Displacement Notice (plus verification of receipt)
8. Record of Advisory Services
9. 90 Day Notice
10. 30 Day Notice
11. New Dwelling Inspection Receipts
12. Payment of Claims
13. Last Resort Housing
14. Inspection
15. Appeals
16. General Correspondence
17. Replacement Housing Records